

19

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No. 19



JUL 27 1955

U. S. PATENT OFFICE

# Globe-Wernicke

U. S. Patent Office

AUG 19 1955

Design Division



## OFFICE ACCESSORIES

(INCLUDING VISIBLE REFERENCE RECORD EQUIPMENT)

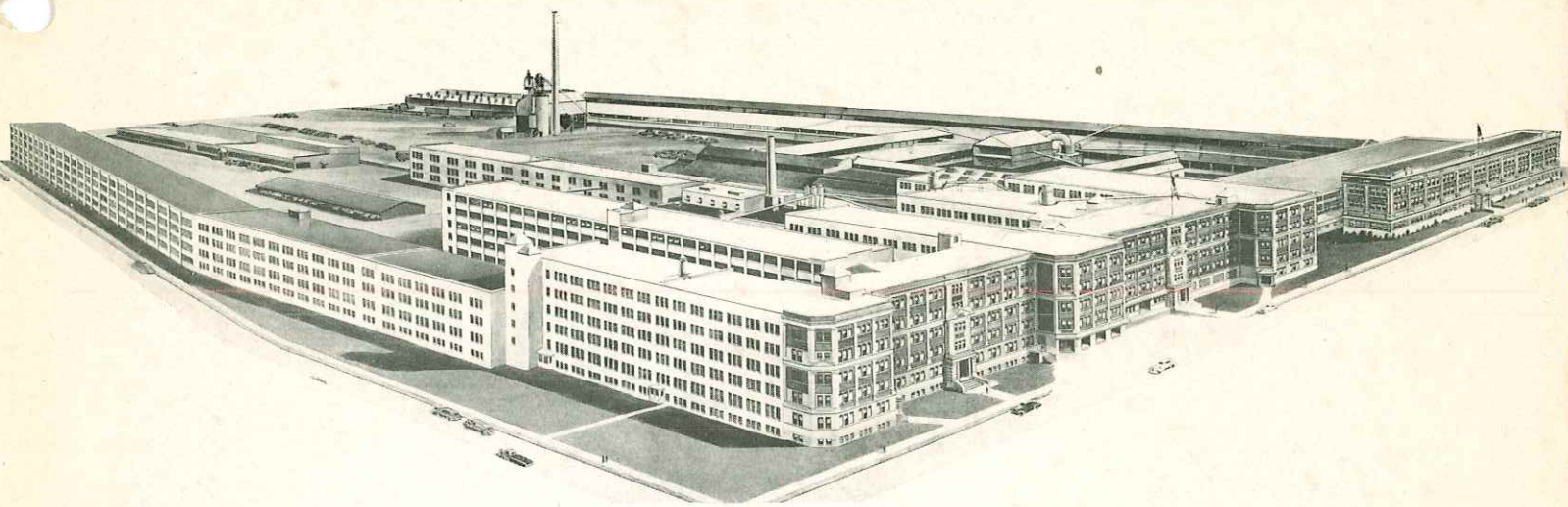
and

## STANDARD FILING SUPPLIES

CATALOGS NO. 553 AND 653







*The Globe-Wernicke Co., Norwood, Cincinnati 12, Ohio* **U. S. Patent Office**  
**AUG 19 1955**  
**Design Division**

In the past half century, constantly changing business conditions have created the need for new products to serve new uses. The Globe-Wernicke Co., with more than 70 years of service to American business, has been anticipating these needs and providing new, practical, useful products designed to simplify and quicken office routine.

As a manufacturer of office equipment and supplies, Globe-Wernicke's products are fabricated from steel, wood and paper. Since the company's beginning, modern manufacturing methods, production know-how and laboratory research have been employed to make Globe-Wernicke products of the highest standards of workmanship and materials. Today, the company manufactures and markets more than 4,000 products, ranging from the massive, executive desks found in some of America's most prominent business offices, to the beautiful, plastic Guard-X Card Tray, for housing records on small 3" x 5" cards.

In this catalog, we take pride in presenting a portion of these Globe-Wernicke products, a comprehensive line of Office Accessories and Standard Filing Supplies, with the confidence that you are assured of dependable, highest quality merchandise engineered for maximum satisfaction.

1953 ?

**THE GLOBE-WERNICKE CO.**



# GLOBE-WERNICKE PRODUCTS

## speed up office routine

All products shown in this catalog fill a definite need. They are in use daily, to quicken and simplify office routine. Through time-studies, through laboratory research, these products have met the rigid standards of efficient office performance. This affords you the protection of *knowing* that you are buying a dependable, proven product capable of meeting your most exacting demands.

Typical examples of such products are the Every Day File (Page 12) which helps organize desk work, speeds up filing; the Columbia Arch Board (Page 9) which serves effectively as a portable writing board for stock rooms and shipping rooms; the Streamliner Steel Desk Tray (Page 16), smartly modern and graceful in styling; and the Agate Card Tray (Page 18), an economical, practical housing for active and inactive records which can be maintained on small record cards.

Today, all Globe-Wernicke products bear the G/W trade mark proudly! They are practical, for each is intended to fill a specific need. They are attractive, for each has been designed with an eye to beauty as well as utility. They are synonymous with quality, for the Globe-Wernicke name has been established through seven decades of manufacturing only products capable of enduring years of service.



## OTHER G/W PRODUCTS

In addition to the office accessories and filing supplies shown in this catalog, Globe-Wernicke manufactures the following comprehensive line of office equipment.

**TECHNIPLAN Modular Office Equipment,**  
wood and steel

**Steel Desks and Tables**

**Aluminum Chairs**

**Filing Cabinets,** wood and steel

**Horizontal Sectional Filing Units,**  
wood and steel

**Cello-Clip Map and Plan Files**

**Bookcases,** wood and steel  
sectional and solid end

**Snead Bookstacks,** wood and steel

**Storage Cabinets and Wardrobes**

**Visible Record Equipment**

**Library Equipment**

**Special Equipment,** wood and steel





## HOW to use this catalog

**A**LL ITEMS in this catalog are arranged so far as possible in closely related groups. These groups are listed along the right-hand margin of this page. If you desire to find the items by name or by stock number, an alphabetic index is printed on the next page, and numeric index at the end of the Office Accessories portion of the catalog.

**B**ECAUSE of the fluid state of prices at the time of publishing, it is impossible to include prices on the catalog pages. A separate Price List is therefore furnished. Each item in the catalog, however, refers you directly to the page in the Price List where the price of that item is found. It is suggested that for handy reference, you insert your Price List at the back of the Office Accessories portion of the catalog.

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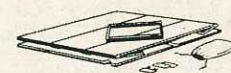
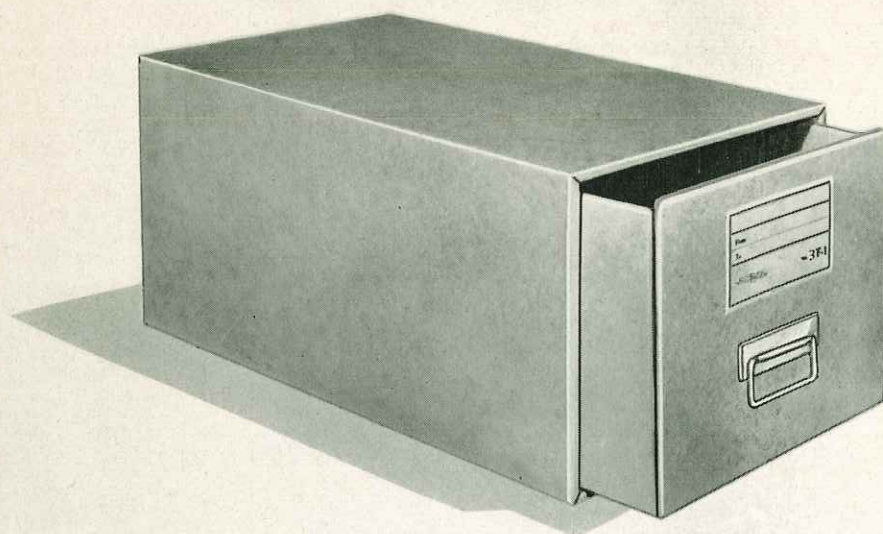


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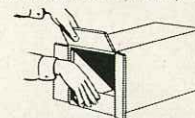
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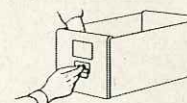




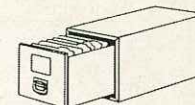
Delivered K-D—easily set up



Steel reinforced case



Metal drawer pull—easily applied



Rigid, strong—full-capacity

U. S. Patent Office

AUG 19 1955

Design Division

## DRAWER STYLE FOLDING STORAGE CASE

Globe-Wernicke recognizes that every business operation today, large and small, demands the preservation of old but vital records. This G/W Folding Storage Case permits the housing of old records and makes them as quickly and conveniently accessible as active files.

Sturdily built of high test corrugated board, the storage case is available in letter and legal sizes. A strong, metal frame, concealed on the inside of the front, reinforces the case and adds greater rigidity. This in turn affords convenient stacking without damage to the case, and pre-

serves precious and costly floor space.

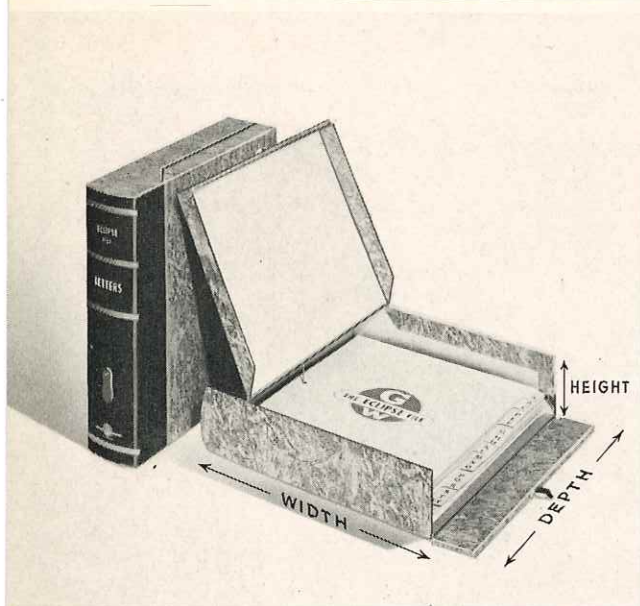
The non-binding drawer moves in and out freely . . . has a smooth rounded top edge to protect the user's hands, and the metal pull provides additional ease in handling the drawer.

Storage cases are shipped "knocked down," are easily and quickly assembled by following the detailed instruction sheet which accompanies each case. A bold printed, detached label for typing contents of the drawer, is also included. Available in neutral tan only.

Stock No.	Size	Inside Dimensions			Outside Dimensions		
		High	Wide	Deep	High	Wide	Deep
3F-1	Letter	10 $\frac{3}{8}$ "	12 $\frac{1}{8}$ "	23 $\frac{1}{4}$ "	11 $\frac{1}{4}$ "	13 $\frac{3}{4}$ "	25"
3F-2	Legal	10 $\frac{3}{8}$ "	15 $\frac{1}{8}$ "	23 $\frac{1}{4}$ "	11 $\frac{1}{4}$ "	16 $\frac{3}{4}$ "	25"

# THE GLOBE-WERNICKE CO.

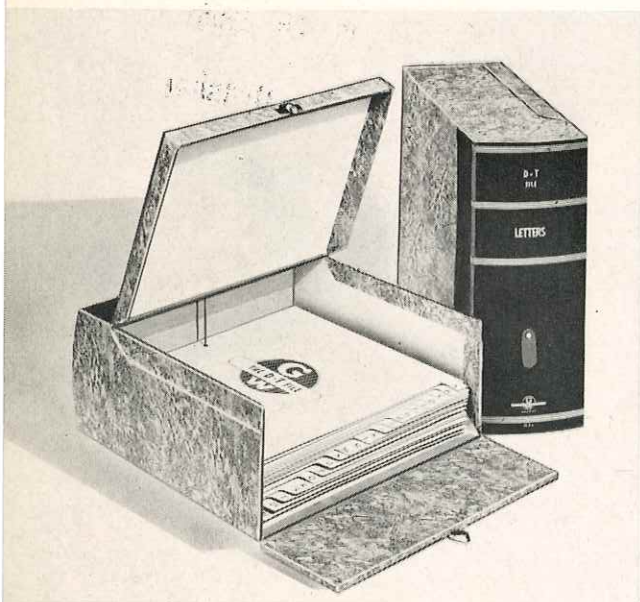




## THE ECLIPSE FILE

Designed with emphasis on appearance and service. Made of heavy binders' board. Lid is flanged, dustproof style. Covering is hard-wearing, harmonizing slate blue leather design paper, with dark green Skytogen paper on back. Leather pull. Curved back is made of wood. Index leaves of strong Manila held securely by new design safety pin index retainer and reinforced around pin perforation. Equipped with easy-to-snap suitcase type lock. Choice of 16 A to Z or Daily 1 to 31 indexing which should be specified on order.

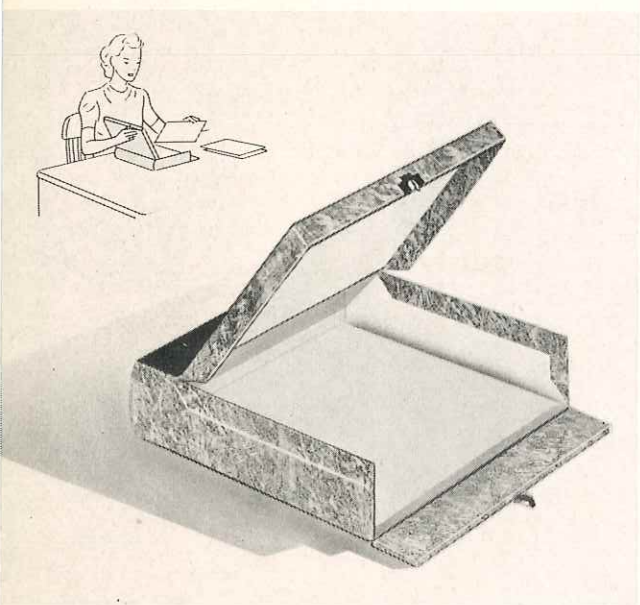
Stock No.	Size	Outside Dimensions			Inside Dimensions		
		High	Wide	Deep	High	Wide	Deep
8-SL	Letter	2 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "	12 $\frac{1}{4}$ "	2 $\frac{3}{4}$ "	10 $\frac{1}{8}$ "	11 $\frac{1}{8}$ "
8-C-SL	Legal	2 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "	14 $\frac{7}{8}$ "	2 $\frac{3}{4}$ "	10 $\frac{1}{8}$ "	14 $\frac{1}{8}$ "



## "D. T." (Double Thick) FILE

Nearly double the capacity of the regular file. Made of durable binders' board with lid stick, drop lid, and end of chipboard. Lid is flanged, dustproof style. Covering of slate blue leather design paper, with dark green Skytogen paper on back. Leather pull. Curved wood back. Tight holding suitcase type lock. Manila index leaves (24 A-Z), reinforced around pin perforations, are held by new design safety pin index retainer and have cut-out tabs. Index cover of long-wearing gray folder stock.

Stock No.	Size	Outside Dimensions			Inside Dimensions		
		High	Wide	Deep	High	Wide	Deep
22-SL	Letter	4 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "	12 $\frac{1}{4}$ "	4 $\frac{3}{4}$ "	10 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "
22-C-SL	Legal	4 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "	14 $\frac{7}{8}$ "	4 $\frac{3}{4}$ "	10 $\frac{1}{8}$ "	14 $\frac{1}{2}$ "



## IDEAL TRANSFER CASE

Fabricated of heavy binders' board; curved back of wood. Covering of attractive, colorful slate blue leather design paper with dark green paper on back. Leather pull. Flanged, dustproof style, hinged lid. Suitcase type lock assures tight closing. Amply sturdy for long use as transfer case. Does not contain index.

Stock No.	Size	Outside Dimensions			Inside Dimensions		
		High	Wide	Deep	High	Wide	Deep
1-SL	Letter	2 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "	12 $\frac{1}{4}$ "	2 $\frac{3}{4}$ "	10 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "
1-C-SL	Legal	2 $\frac{1}{8}$ "	11 $\frac{7}{8}$ "	14 $\frac{7}{8}$ "	2 $\frac{3}{4}$ "	10 $\frac{1}{8}$ "	14 $\frac{1}{8}$ "

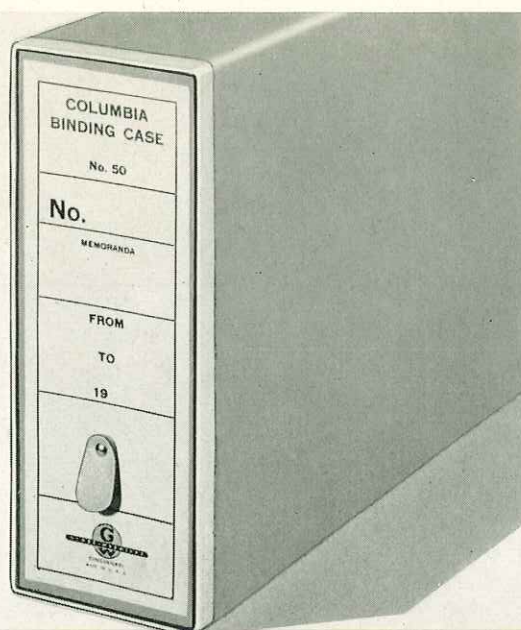




In the Pharmacy.



In the Office.



In the Store.

U. S. Patent Office  
and Factory.

AUG 19 1955

Design Division

## COLUMBIA BINDING CASES

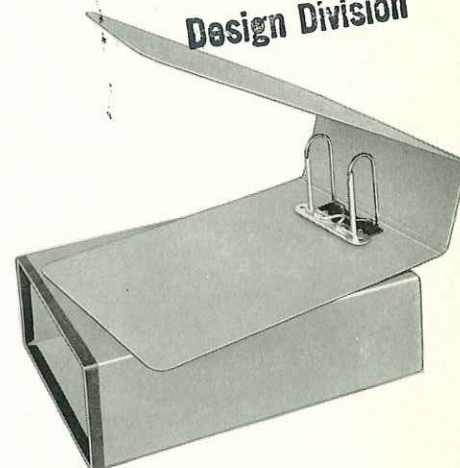
*Convenient and inexpensive housing for all types of postbound records which are punched for arches 2 $\frac{3}{4}$ " center to center.*

Columbia Binding Cases are made of tough fiberboard. They consist of an outer case and an inner jacket which fit together in telescope style. The outer case is reinforced at the front with cloth.

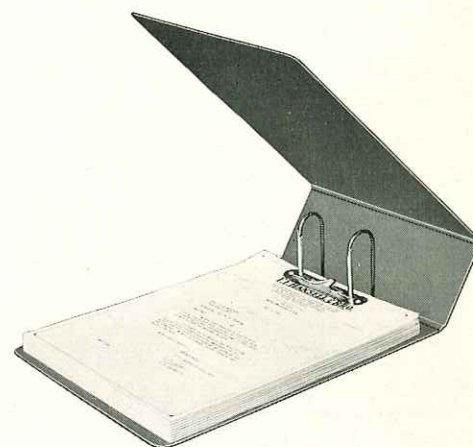
Inner jacket has a sturdy arch, which permits papers to be examined, removed, or replaced easily and quickly. An adjustable metal compressor fits over posts, keeps papers compact. Front of jacket has label on outside for listing contents, and leather pull.

Order and shipping departments, stockrooms, department stores, banks, building associations, pharmacies, hospitals, physicians . . . anywhere that postbound records must be kept handy and convenient have use for these Columbia Binding Cases. Shipped knocked-down, these cases are quickly assembled.

Sizes are illustrated and described on the next page. Indexing, available at nominal cost, is shown on page 10.

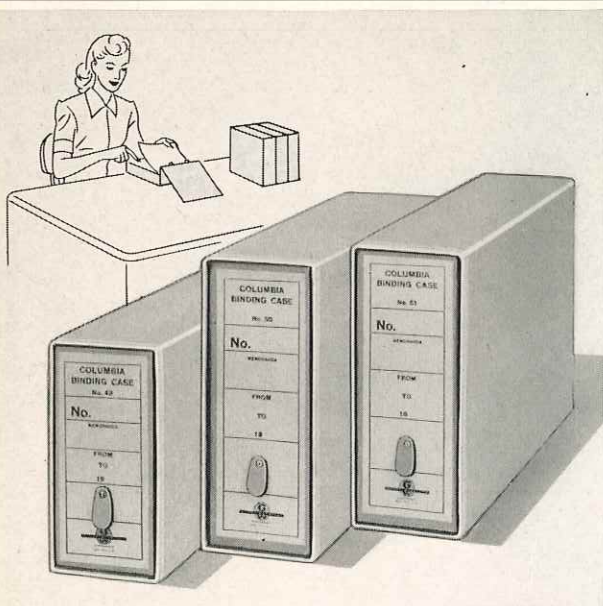


Arch plate is securely eyeleted to back of inner jacket which fits into outer case.



Arch permits easy examination of papers; compressor holds them compact.



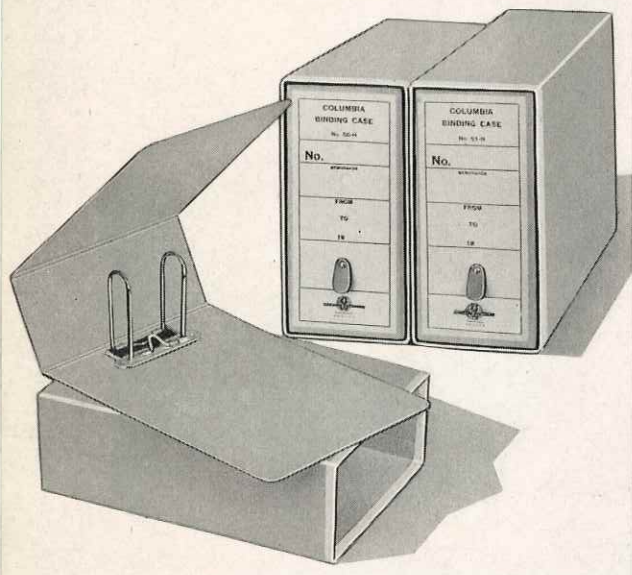


## COLUMBIA BINDING CASES

*Equipped with Standard Height Arches; Fill  
Most Needs for Note, Letter, Legal Sizes*

Records in current use or in storage are kept in neat, clean, and convenient order in these thrifty binding cases. They are sturdily made of fiberboard and have leather pulls on front of inner jacket. Arches are  $2\frac{3}{4}$ " center to center, have a filing capacity suitable for most practical purposes, and are fitted with compressor. For indexing see page 10.

Stock No.	Size	For Sheets	Outside Dimensions		
			High	Wide	Long
49	Note	$6\frac{1}{2}$ " x $10\frac{1}{2}$ "	$3\frac{1}{2}$ "	7"	$12\frac{1}{8}$ "
50	Letter	$8\frac{1}{2}$ " x 11"	$3\frac{1}{2}$ "	$9\frac{1}{4}$ "	$12\frac{5}{8}$ "
51	Legal	$8\frac{1}{2}$ " x 14"	$3\frac{1}{2}$ "	$9\frac{1}{4}$ "	$15\frac{5}{8}$ "

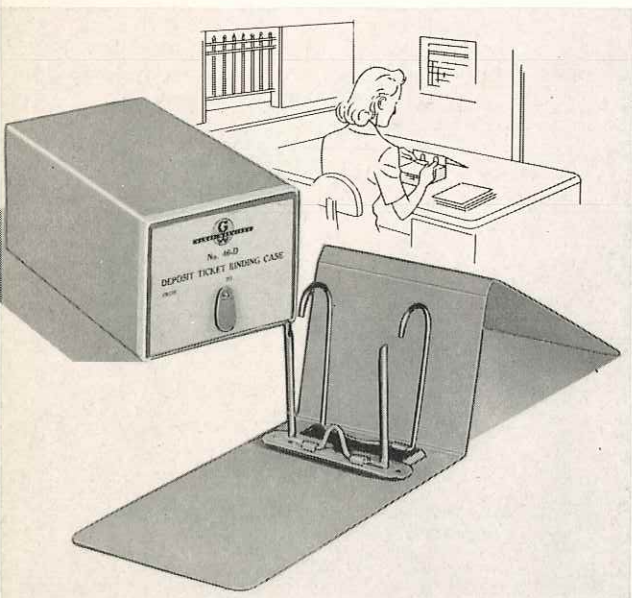


## COLUMBIA BINDING CASES

*With High Arches for Use Wherever  
Bulkier Records Must Be Kept Together*

Identical in construction with the binding cases listed above, except that higher arches give them nearly an inch more filing capacity. Recommended wherever records are bulky, and especially helpful for storage purposes where it is desirable to compress records into the smallest space. Available in letter and legal sizes. For indexing, see page 10.

Stock No.	Size	For Sheets	Outside Dimensions		
			High	Wide	Long
50-H	Letter	$8\frac{1}{2}$ " x 11"	$4\frac{1}{4}$ "	$9\frac{1}{4}$ "	$12\frac{5}{8}$ "
51-H	Legal	$8\frac{1}{2}$ " x 14"	$4\frac{1}{4}$ "	$9\frac{1}{4}$ "	$15\frac{5}{8}$ "



## DEPOSIT TICKET BINDING CASE

*May Also be Used as a Prescription  
File by Physicians and Pharmacists*

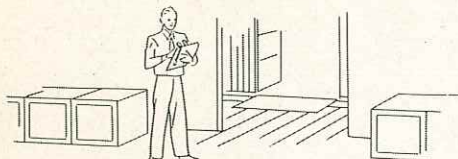
Equally adaptable for use in filing bank deposit slips and for prescriptions in pharmacies. This case is compact and handy for both purposes. Arches are  $3\frac{3}{4}$ " high and  $2\frac{3}{4}$ " center to center, and are fitted with metal compressor. Fiberboard construction with leather pull on front of inner jacket. Supplies for Deposit Ticket File No. 105 (see Page 21) may be used for indexing.

Stock No.	For Sheets	Outside Dimensions		
		High	Wide	Long
46-D	$4\frac{3}{4}$ " x 7"	$4\frac{1}{4}$ "	$5\frac{1}{4}$ "	$8\frac{7}{8}$ "





Handy in Order Dept.

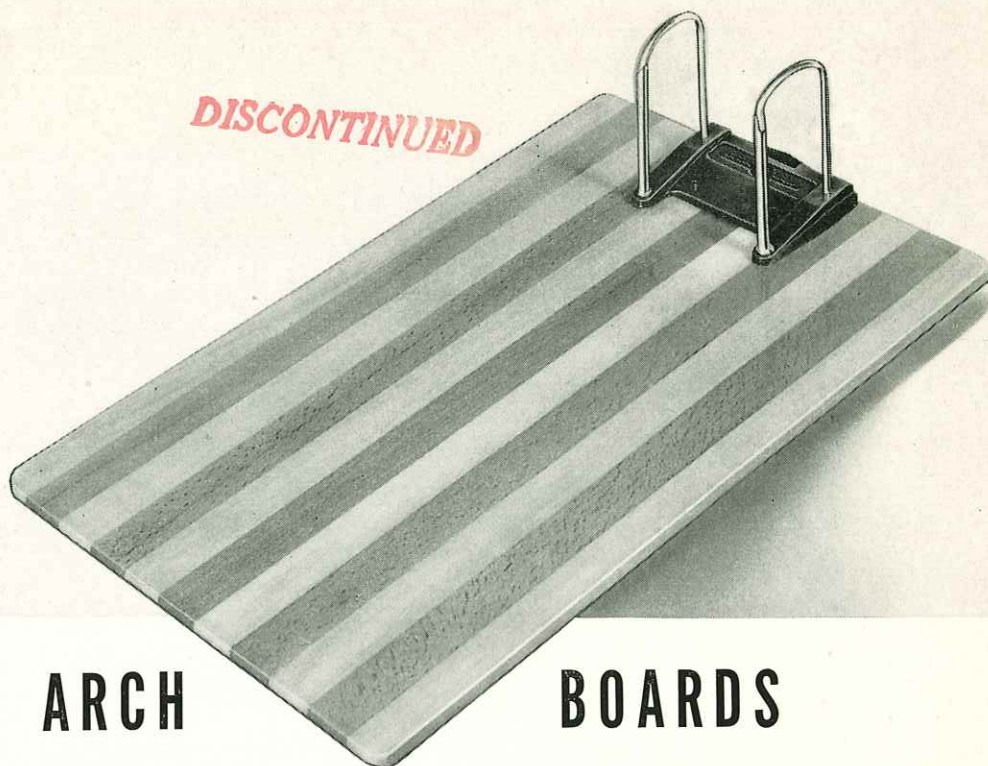


Essential for Shipping room.



Standard Equipment in Billing Dept.

DISCONTINUED



## COLUMBIA ARCH BOARDS

*Of Striped Wood, or Masonite Presdwood*

Orders, invoices, and other punched forms that must be kept at hand for ready reference are safe and accessible on these arch file boards. The **Striped Wood** boards are made of light and dark hard wood strips, cut and glued in a special manner that makes them warp-resistant. Sanded satin-smooth, they are finished with a high grade varnish that gives rich gloss and provides an excellent writing surface.

**Masonite Presdwood** boards,  $\frac{3}{16}$ " thick, are exceptionally tough and sturdy, will give excellent service under the hardest usage. Both styles of boards are drilled for easy and correct attachment of arches which are sold separately.

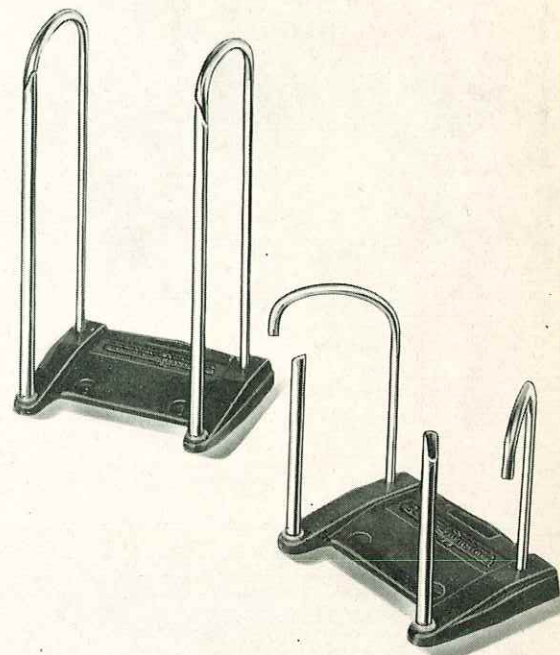
Striped Wood Stock No.	Masonite Stock No.	Size	Dimensions
2-0	3-0	Note	7" wide x 12" long
2-1	3-1	Letter	9" wide x 14½" long
2-2	3-2	Legal	9" wide x 17" long

## COLUMBIA ARCHES

*Modern Design . . . Easy to Operate*

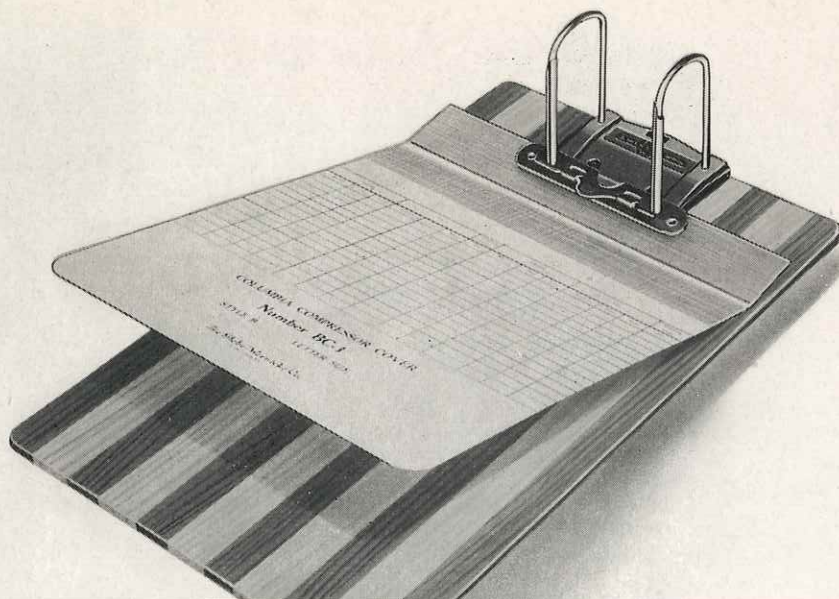
The new Globe-Wernicke Columbia Arch is manufactured of a special, gray-white metal, in an improved and modern design. Posts accommodate papers with holes spaced  $2\frac{3}{4}$ " center to center. Front posts consist of steel tubing; rear posts of solid steel rod. The action of rear posts is controlled by a strong steel spring which works automatically, so that opening or closing either one produces simultaneous action in the other. The spring is designed to provide two-way action, and holds the rear arch members firmly in open or closed position. When posts are closed, a special offset causes them to fit snugly, providing a smooth surface which will not catch or tear papers. Arches are sold separately from boards, with necessary screws included to fit arch to board.

Stock No.	Height
A-1	3⅝" (Regular)
A-3	6" (Extra High)



# THE GLOBE-WERNICKE CO.





Sturdy gray pressboard with cloth hinge and reinforcement; simple compressor mechanism keeps papers compact.

## COLUMBIA COMPRESSOR COVERS

### *Protect Papers on Columbia Arch File Boards*

Papers filed on Columbia Arch Boards are kept neat, clean and compact with these compressor covers. Made of smooth-finish gray pressboard, they have a cloth-reinforced top that acts as a hinge, and

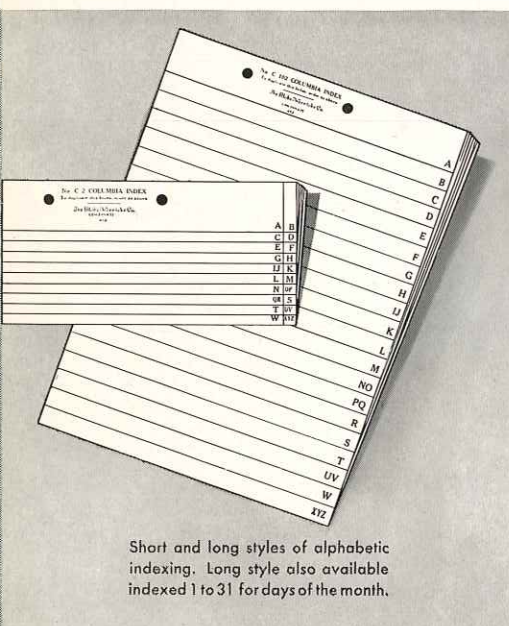
a metal compression device that is adjustable, yet need not be released to refer to papers on the file. Cover is imprinted with a form for recording information about material transferred to storage files.

Stock No.	Size	Dimensions
BC-0	Note	6 $\frac{7}{8}$ " wide x 8 $\frac{3}{4}$ " long
BC-1	Letter	8 $\frac{7}{8}$ " wide x 11 $\frac{1}{4}$ " long
BC-2	Legal	8 $\frac{7}{8}$ " wide x 13 $\frac{3}{4}$ " long

## COLUMBIA INDEXES

### *For Columbia Arch File Boards & Binding Cases*

You can find the paper you want quickly and easily without thumbing through everything on the file, when it is indexed properly. These indexes come in sizes suitable for note, letter, and legal size papers, indexed A to Z or 1 to 31, and in long or short styles. Made of Tuftear Manila folder stock, and perforated to fit Columbia Arches, with indexing extending along right hand edge. One model (No. C-202) is made of gray pressboard and has tabs covered with clear celluloid.



Short and long styles of alphabetic indexing. Long style also available indexed 1 to 31 for days of the month.

Stock No.	Size	Wide	Long	Description
C-1	Note	6 $\frac{1}{4}$ "	3 $\frac{1}{8}$ "	Short style; manila; 20 A-Z
C-2	Letter or Legal	7 $\frac{3}{8}$ "	3 $\frac{1}{2}$ "	Long style; manila; 20 A-Z
C-102	Letter or Legal	7"	10 $\frac{3}{4}$ "	Long style; manila; 20 A-Z
C-202	Letter or Legal	7"	10 $\frac{3}{4}$ "	Long style; pressboard; 20 A-Z Celluloid tab
C-131	Letter or Legal	7"	10 $\frac{3}{4}$ "	Long style; manila; 1-31



## STRIPED WOOD CLIPBOARDS

*Smooth Hard Surface for Easy Writing*

Alternate strips of light and dark hard wood,  $\frac{5}{16}$ " thick, are cut and glued in a special manner to make these boards warp-resistant. High grade varnish provides a smooth hard surface. Globe Metal Clips are securely riveted to board, have strong spring for firm grip, long wear. These sturdy clips are six inches wide, finished in new G/W Durajet Black; formed with shoulder for easy alignment of papers; hole in clip jaw for hanging. Standard equipment for shipping and stock rooms, and for many other uses.

Stock No.	Size	Dimensions	
		Wide	Long
20-0	Note	6 $\frac{1}{2}$ "	11"
20-1	Letter	9"	12 $\frac{1}{2}$ "
20-2	Legal	9"	15 $\frac{1}{2}$ "

## DURON CLIPBOARDS

*Portable Writing Table for Many Uses*

The new Globe-Wernicke Clipboard comes to you fabricated of  $\frac{1}{8}$ " thick Duron hardboard, beautifully finished to a smooth lustre on both sides. The Duron Clipboard insures increased strength, rigidity and durability which means longer life and more satisfactory service to you. Lighter in weight, it is easier to carry for "on the spot" work. It is ideally suited for taking inventories, for order and shipping departments, stockrooms and countless business and professional uses where a portable writing table is required. Duron Clipboard is equipped with a sturdy clip finished in the G/W Durajet Black, polished to a brilliant sheen.

Stock No.	Size	Dimensions	
		Wide	Long
D-30-0	Note	6 $\frac{1}{2}$ "	11"
D-30-1	Letter	9"	12 $\frac{1}{2}$ "
D-30-2	Legal	9"	15 $\frac{1}{2}$ "

## WAYBILL SIZE DURON CLIPBOARD

Handy in traffic and shipping departments, popular with artists and writers. In office and home, factory, store, school, and studio—wherever a large, roomy board is needed—this style is a real convenience. Made of  $\frac{1}{8}$ " thick Duron fibreboard and furnished with the 6-inch new G/W Durajet Black Clip, it has all the advantages of the other boards listed above, plus generous size.

Stock No.	Size	Dimensions	
		Wide	Long
D-33	Waybill	15"	20"

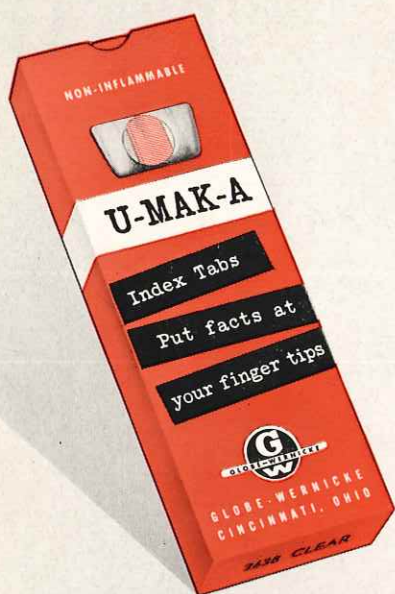


Design Division

DISCONTINUED







## U-MAK-A INDEX TABS... non-inflammable

U-MAK-A Tabs are now made of high-grade, heavy, non-inflammable acetate that is durable and transparent and supplied in a new, bright, colorful red, black and white carton designed expressly for display purposes. Edges are beaded for greater rigidity, easier grip, and more attractive appearance. Tabs are attached by means

of a cloth skirt coated with a perfected adhesive that permanently holds in position. The fold in the skirt automatically provides even alignment when tab is applied. U-MAK-A Tabs have scores of uses in offices, homes, and schools to index important facts and keep them always available for finger tip reference.

### STRIP TYPE

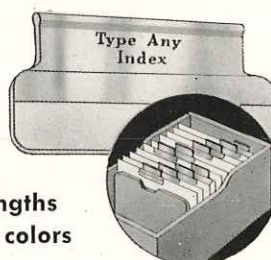


**3 projections  
7 bright colors**

This style is furnished in 6-inch lengths which are easily cut to any desired size. Comes in three tab projections  $\frac{1}{4}$ ",  $\frac{3}{8}$ ", and  $\frac{1}{2}$ ", for one, two, or three lines of indexing, respectively. Each envelope contains two lengths of tabbing, 12 blank and one set A-Z label inserts.

Stock No.	Tab Proj.	Colors
2614	$\frac{1}{4}$ "	Choice of green, blue, yellow, orange, red, pink, and clear.
2638	$\frac{3}{8}$ "	
2612	$\frac{1}{2}$ "	

### SHIELD TYPE

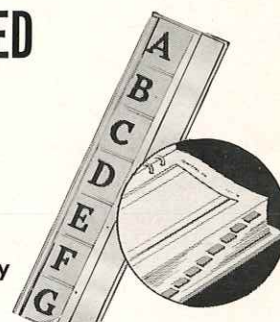


**4 tab lengths  
7 bright colors**

Furnished in four popular lengths:  $\frac{5}{8}$ ", 1",  $1\frac{1}{2}$ ", and 2"; all with  $\frac{3}{8}$ " tab projection which takes two lines of typed indexing. Recommended wherever the size can be determined in advance, as the rounded shoulder gives added strength to the page to which tab is attached. Each envelope contains five tabs and 12 blank inserts.

Stock No.	Tab Lgth.	Colors
211	$\frac{5}{8}$ "	Choice of green, blue, orange, yellow, pink, red, and clear.
212	1"	
213	$1\frac{1}{2}$ "	
214	2"	

### INDEXED TYPE



**Green only**

Indexing is printed in black directly on green celluloid. No inserts are needed. They are especially convenient for indexing telephone directories, dictionaries, vocabularies, and other material that is arranged in alphabetical order. Contents of each envelope make one set of 24 A-Z tabs,  $\frac{3}{8}$ " x  $\frac{1}{2}$ " in size.

Stock No.	Tab Size When Cut
2422	$\frac{3}{8}$ " x $\frac{1}{2}$ "

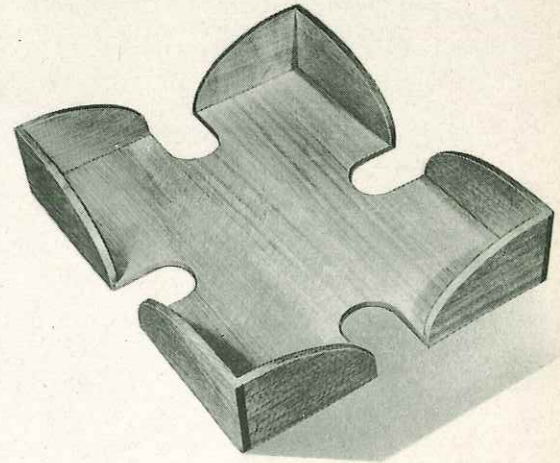


## GLOBE-WERNICKE DESK TRAY ACCESSIBLE STYLE

### *Easy to Reach from All Sides*

This Globe-Wernicke office aid has wide hand openings on all sides to eliminate digging and fumbling for papers. This is especially helpful when trays are stacked two or more decks for quick sorting and routing of papers. Sturdily built, with lock corner construction. Veneer plywood bottom is grooved and glued into the sides and ends. All corners drilled for easy insertion of stacking supports. Cork discs on bottom prevent marring of desk surface. Finished in quartered oak, green, soft-tone oak, and genuine or imitation walnut or mahogany.

Stock No.	Size	Inside Dimensions		
		High	Wide	Long
NA-2	Letter	2 $\frac{1}{4}$ "	10 $\frac{1}{8}$ "	12 $\frac{1}{8}$ "
NA-4	Legal	2 $\frac{1}{4}$ "	10 $\frac{1}{8}$ "	15 $\frac{1}{4}$ "

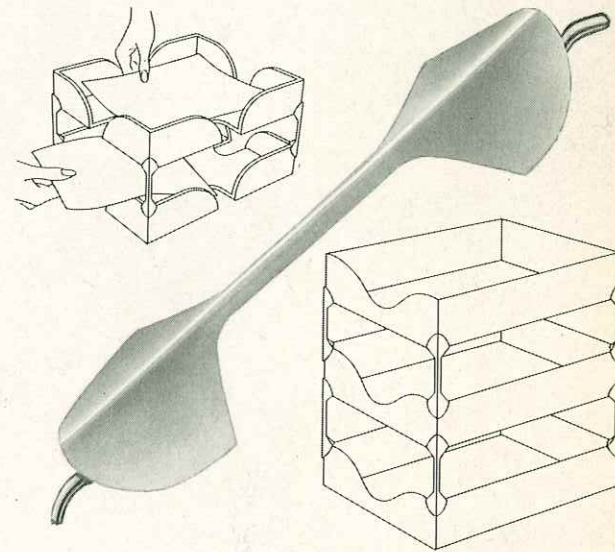


## METAL DESK TRAY SUPPORTS

### *For Use on Wood Desk Trays*

Slender, smartly styled supports give plenty of room between posts so material can easily be placed in or removed from trays. Rounded surfaces protect papers and hands. May be quickly attached on any standard make wood tray. Made of heavy metal finished in bronze. These supports are an exclusive Globe-Wernicke product, covered by design patent No. D-146-259.

Stock No. 345—Metal supports

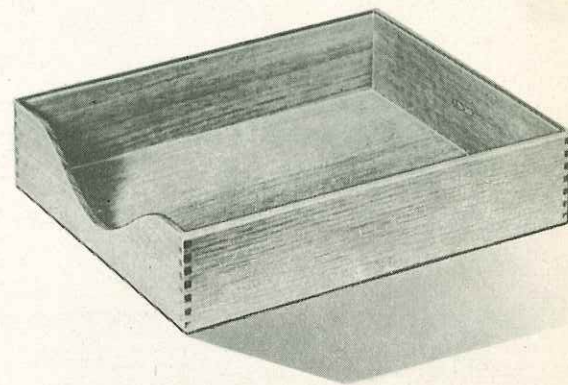


## GLOBE WOOD DESK TRAYS

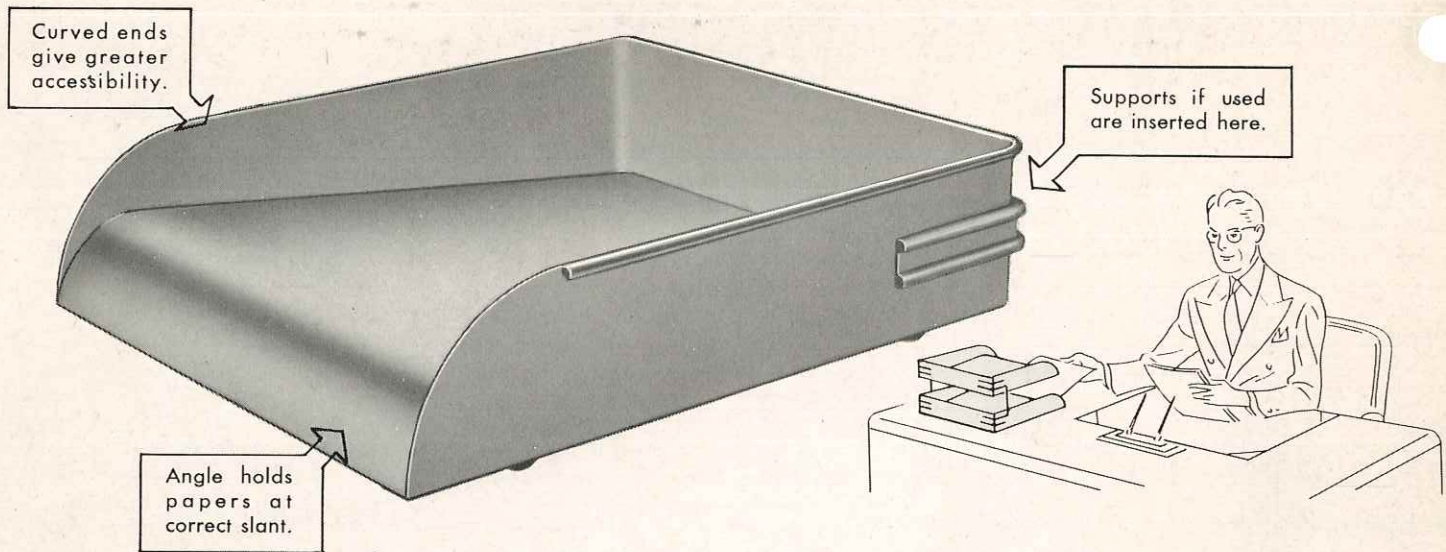
### *Excellent Quality at a Moderate Price*

Selected wood, kiln-dried and carefully seasoned, is used to make these sturdy trays. Tongue-and-groove construction, bottom grooved and glued into sides and ends, gives extra strength and rigidity. Each tray is individually assembled, glue-set under pressure, and hand-rubbed to a rich luster. Cork discs on bottom protect desk top. All corners drilled for easy insertion of stacking supports. Choice of quartered oak, green, genuine walnut, imitation walnut or mahogany, or softtone oak finishes.

Stock No.	Size	Inside Dimensions		
		High	Wide	Long
2	Letter	2 $\frac{1}{2}$ "	9 $\frac{3}{4}$ "	12"
4	Legal	2 $\frac{1}{2}$ "	9 $\frac{3}{4}$ "	14 $\frac{1}{2}$ "







## STREAMLINER STEEL DESK TRAYS

(Patented)

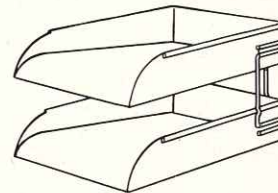
*Handsome Accessory on Any Desk;  
Speeds up Handling of Papers*

Smartly modern and graceful in styling, these thoroughly practical steel desk trays hold papers at a convenient slant so they may be picked up readily without digging or fumbling. Rubber feet on bottom protect desk top. Baked-on enamel finish. Furnished in gray, green, brown, maroon, sea green or copper tan.

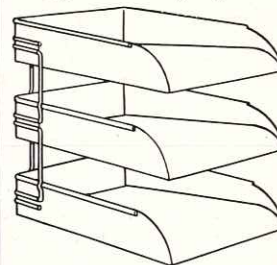
**Metal Supports**—Give utmost rigidity with practically no obstruction, permit trays to be stacked to any desired number of decks. Made of heavy steel wire, finished in lustrous G/W Durajet Black, with a satin lacquered effect, these supports lock instantly into preformed channels at sides and back of trays.

Stock No.	Size	Inside Dimensions		
		High	Wide	Deep
SDT-1	Letter	1 $\frac{3}{8}$ " front	9 $\frac{3}{4}$ "	12"
SDT-2	Legal	2 $\frac{5}{8}$ " back		15"
SDTS-12	Metal Support	*****	*****	*****

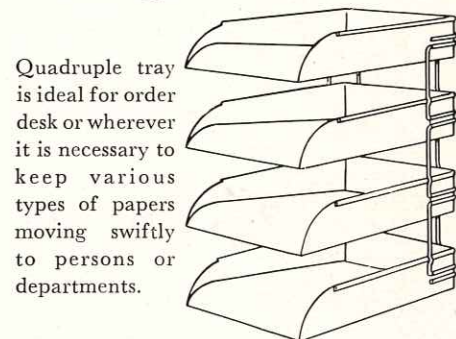
### BUILT AS YOUR NEEDS REQUIRE



Two-deck tray is popular on executive and other desks. Lower tray used for incoming, upper for outgoing mail.



Three decks separate incoming and outgoing mail, and material to be filed.

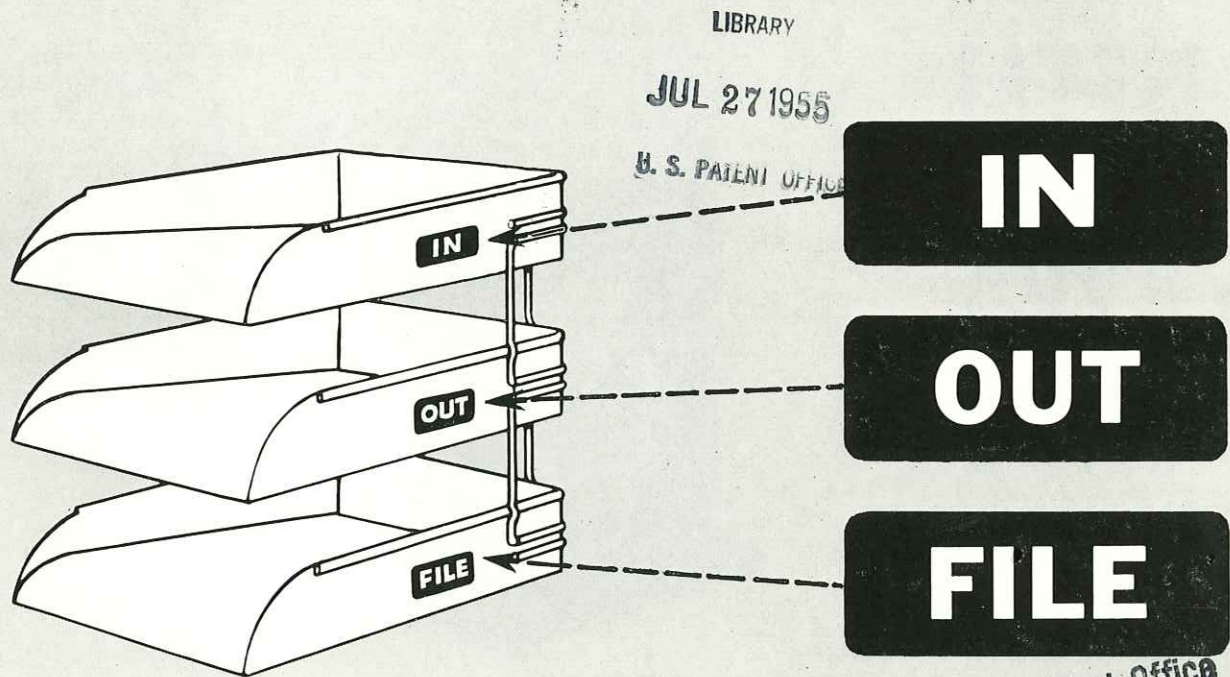


Quadruple tray is ideal for order desk or wherever it is necessary to keep various types of papers moving swiftly to persons or departments.



# NOW <sup>G/W</sup> DESK TRAY LABELS

*for quick identification*



STOCK No.	DIMENSIONS	
	HIGH	WIDE
GL-342	3/4"	2"



Globe-Wernicke's new Desk Tray Label makes the job of identifying the contents of your desk tray simple, quick, easy! A stack of trays, properly labeled, eliminates confusion, mistakes, needless questions and lost time. It is a definite help towards greater office efficiency.

These G/W Labels are manufactured with a specially formulated adhesive which grips the surface well, holds firmly, and may be applied to either wood or steel.

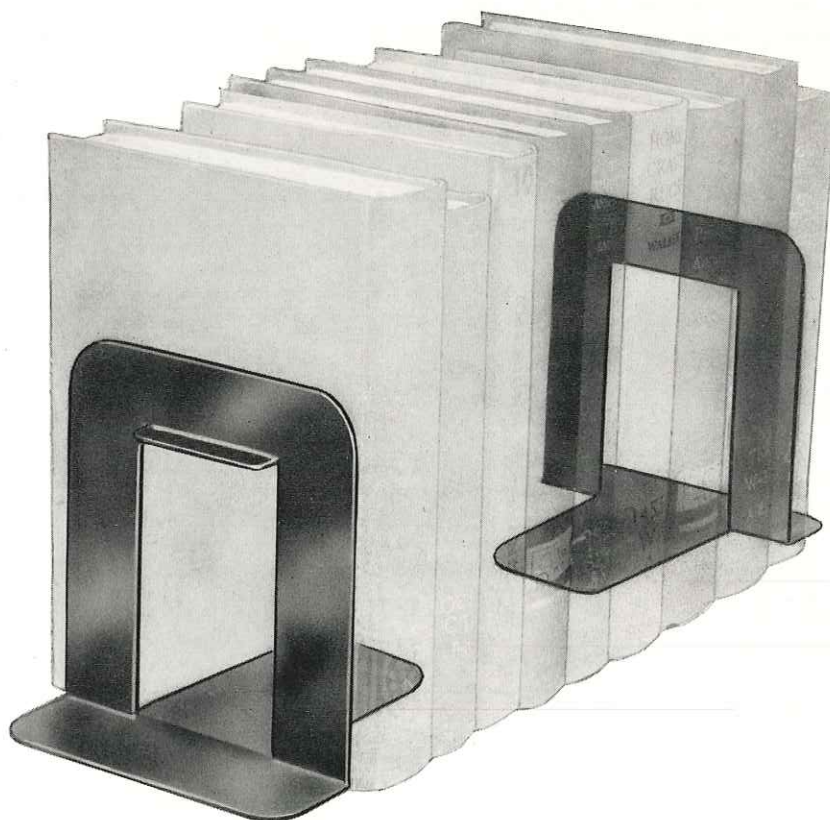
Printed in bold white letters on black background, the new G/W Desk Tray Label affords economy of time and results in greater office efficiency, because it offers quick identification. It may be placed conveniently anywhere on the desk tray . . . on either side, front or back. It eliminates entirely the necessity of special attachments which increase cost and require additional time to install.

The G/W Desk Tray Label comes in strips of four, contained in a glassine envelope, including a label for IN, OUT, FILE, and one blank. They are available in boxes containing 25 strips of four labels each, or in individual glassine envelopes of four labels each.

## THE GLOBE-WERNICKE CO.



G/W  
**METAL  
 BOOK  
 ENDS**



Attractive, inexpensive, Globe-Wernicke Metal Book Ends are ideally suited for use in libraries, schools, office and homes; in retail stores and newsstands; anywhere that books are kept or displayed.

Any books standing at an angle without support quickly lose their shape and are subject to unnecessary wear which shortens their life and usefulness. G/W Metal Book Ends eliminate this danger and insure a neater appearance.

They are made of heavy gauge steel with all edges ground and polished to a smooth surface. They are available in No. 49 Gray finish, and packed one dozen to a carton.

STOCK NO.	DIMENSIONS		
	HIGH	WIDE	DEEP
BE-1	5¼"	4¾"	4⅞"

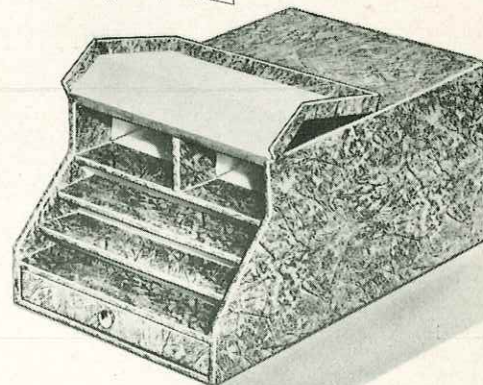


## DESK STATIONERY CABINET

*Smart Looking Equipment for Home or Office*

This well-styled, serviceable cabinet is made of strong chipboard covered with long-wearing, harmonizing slate blue leather design paper. Upper portion, protected by flanged, dustproof style lid, is divided into one compartment for legal size paper, two for letter size, and two for envelopes. Drawer, with sturdy cadmium pull, is ideal for carbon paper or other supplies.

Stock No. 2—Outside Dimensions 6 $\frac{5}{8}$ " high x 9 $\frac{3}{4}$ " wide x 15" deep.

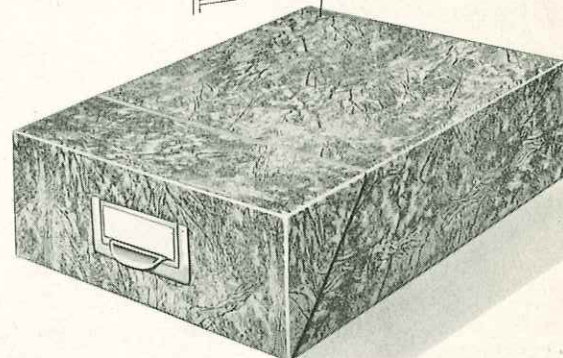


## STATIONER'S SHELF BOX

*Protects Supplies in Storeroom or Cupboard*

Reserve supplies of letterheads, billheads, printed forms, and other stationery items which are usually bought in quantity are well protected yet accessible when stored in shelf boxes. Made of binders' board, covered in harmonizing, durable, slate blue leather design paper, and lined with white paper. Flanged dustproof lid drops down over front end of box, has combination metal label holder and pull in white metal finish.

Stock No. 1-L—Outside Dimensions 3" high x 9 $\frac{1}{4}$ " wide x 11 $\frac{1}{2}$ " deep

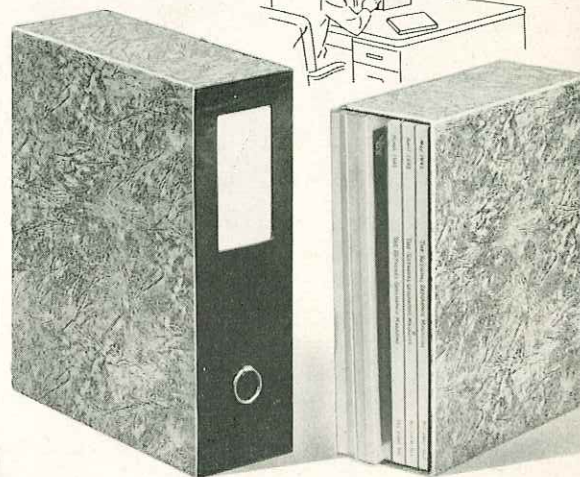


## PAMPHLET CASE

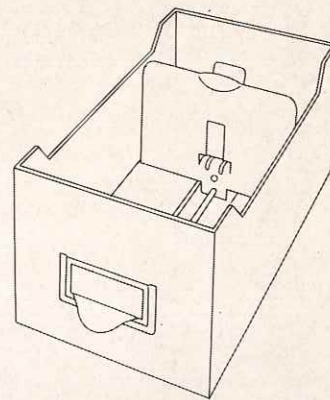
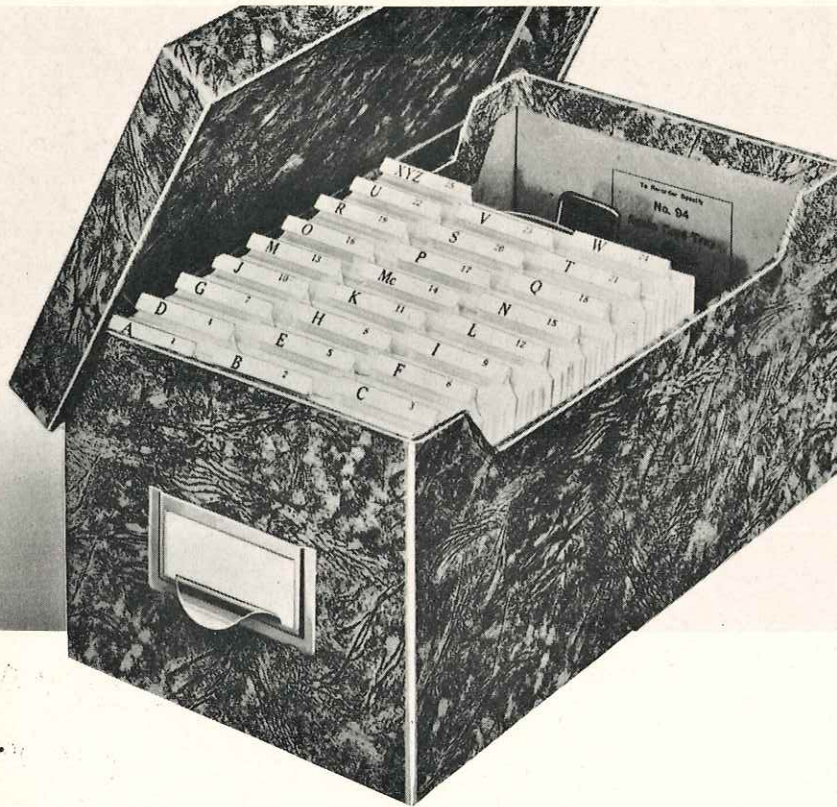
*Increases Usefulness of Publications*

Pamphlets, booklets, and similar publications that are easy to mislay, difficult to file, and look untidy when stacked, can be kept in order for easy reference. Case is made of binders' board, with top, bottom, and sides covered with slate blue leather design paper. Front is covered with harmonizing dark green paper. Has slot at top of front for inserting label on which contents may be listed. Equipped with nickel plated ring pull. Back is open.

Stock No. 3—Inside Dimensions 10" high x 3 $\frac{1}{8}$ " wide x 7 $\frac{3}{4}$ " deep







Sketch shows improved positive locking, smoothly operating metal follower on countersunk rod. Tray is greatly strengthened by the formed metal bottom.

## G/W AGATE CARD TRAYS

### *Thrifty Housing for Active and Inactive Records*

Globe-Wernicke's Agate Card Trays, fabricated of high-quality, heavy, blue-lined chipboard, double thick at front and back, and reinforced on all edges, are built to give long service and to withstand hard daily use. Smartly covered with colorful slate blue design paper, these card trays harmonize with either wood or steel office equipment . . . They are dignified, attractive, practical accessories that add distinction to any office.

Trays have formed metal bottom. Come equipped with positive locking, lever type, metal follower on countersunk

rod and combination metal label holder and pull in white metal finish. Approximate capacity is 1000 cards to the tray. 25 A-Z set of angular celluloid tab guides, as shown on page 24 of Filing Supplies catalog, is recommended for tray when used for active records. Tight fitting, flanged lid protects cards against dirt . . . Trays are economical, durable, handy containers for active mailing and prospect lists, credit, sales, production, purchase, and accounting record cards. Exceedingly convenient for storing record cards and cancelled checks that must be retained for infrequent reference.

Stock No.	Card Size	Inside Depth
93	3" x 5"	11"
94	4" x 6"	11"
95	5" x 8"	11"
96	6" x 9"	11"
99	4½" x 9" (check size)	14½"



## JUNIOR WOOD CARD TRAYS AND RECIPE OUTFITS

Trays are finished in quartered oak, green, imitation walnut or mahogany. For correct indexing, use 10 A-Z or daily guides and record cards. (See pages 24, 26, 33 of Filing Supplies section.)

Stock No.	Card Size	Approx. Number	Inside Depth
83-C	3" x 5"	250	2 $\frac{3}{4}$ "
84-C	4" x 6"	350	3 $\frac{1}{4}$ "
85-C	5" x 8"	400	4"

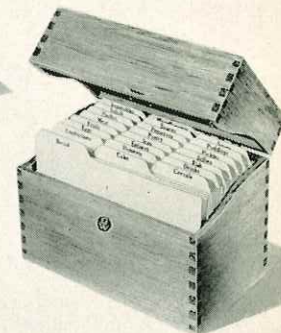
**Recipe Outfit** consists of Junior Card Tray, set of 23 recipe classification guides, and 100 ruled white cards. For home use, cooking classes, and professional dieticians.

Stock No.	Card Size	Inside Depth
83-CD	3" x 5"	2 $\frac{3}{4}$ "
84-CD	4" x 6"	3 $\frac{1}{4}$ "



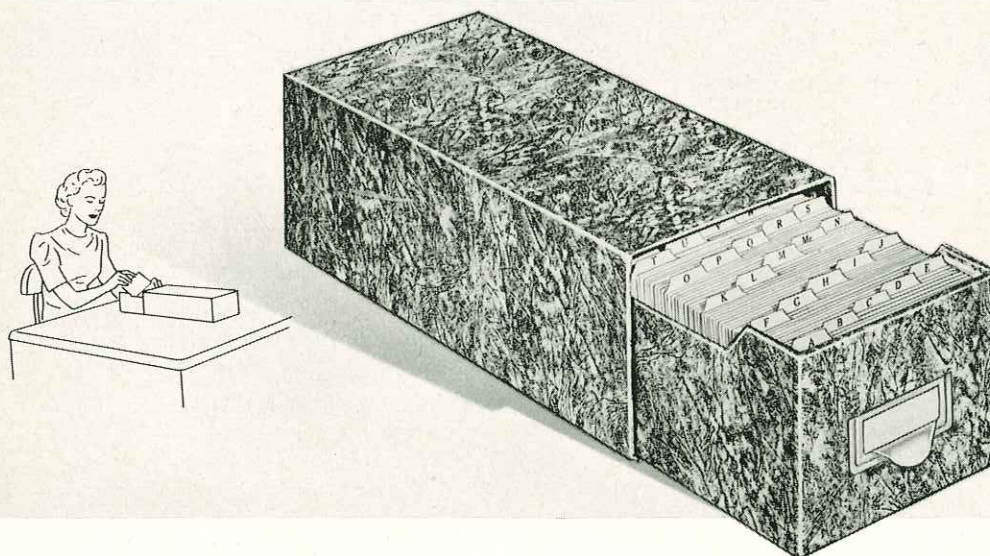
**JUNIOR CARD TRAY**

Indexing extra. Use 5 or 10 A-Z, or daily guides.



**RECIPE OUTFIT**

Includes 23 recipe classifications guides and 100 ruled cards.



U. S. Patent Office  
AUG 19 1955  
Design Division

## CARD INDEX STORAGE CASE

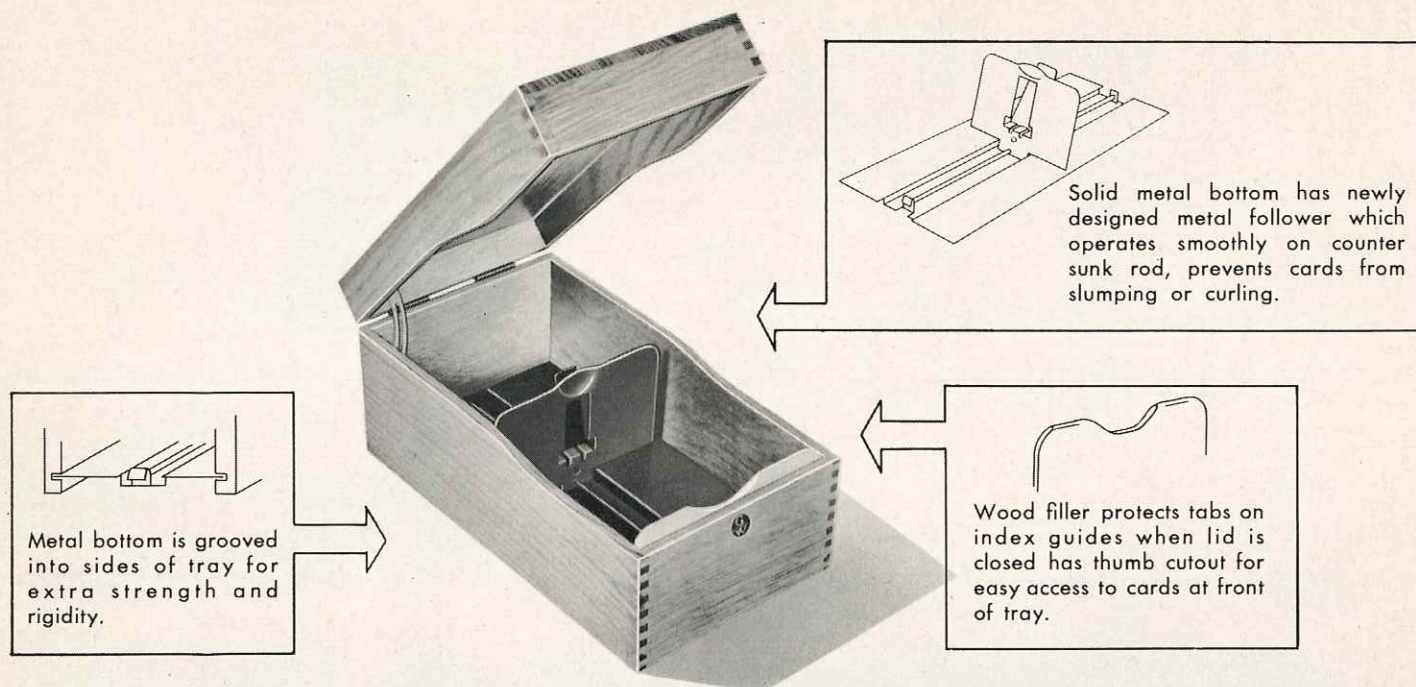
*Convenient Dustproof Housing for Transferred Cards*

This sturdy, drawer-style case, made of heavy, blue-lined chipboard, has double thick drawer front and re-inforced edges to assure long service. The case's outside is covered with slate blue leather design paper. Combination metal label holder and pull has white metal finish. Drawer has

14 $\frac{1}{2}$ -inch card filing capacity. Steel followers, illustrated on page 25, may be purchased for case. If frequent reference to cards is made, angular celluloid tab guides (page 24 of Filing Supplies Catalog) recommended for use with tray.

Stock No.	For Card Sizes	Outside Dimensions		
		High	Wide	Deep
35-C	3" x 5"	3 $\frac{3}{4}$ "	5 $\frac{5}{8}$ "	15"
46-C	4" x 6"	4 $\frac{3}{4}$ "	6 $\frac{5}{8}$ "	15"
58-C	5" x 8"	5 $\frac{7}{8}$ "	8 $\frac{3}{4}$ "	15"
69-C	6" x 9"	7"	9 $\frac{3}{4}$ "	15"





## PEERLESS WOOD CARD TRAYS

*Essential for Often-Referred-to Records*

Quality materials and expert workmanship give strength and beauty to these trays. Made of seasoned wood, carefully cut and fitted, strongly glued, and having locked corners and grooved-in metal bottom. Dust proof construction keeps cards fresh and clean. Each tray is sanded and waxed by hand to a rich satiny luster, an acceptable

furnishing on any desk. Metal quadrant holds lid in vertical position when it is lifted. These trays are especially desirable wherever card records must be kept at hand for frequent reference. Choice of four finishes: quartered oak, green, imitation walnut or mahogany.

### PEERLESS TRAYS FILL MANY FILING NEEDS, SUCH AS:

Mailing lists  
 Membership lists  
 Church records  
 Inventories  
 Customer lists  
 Lending libraries  
 Numeric or subject file cross index  
 Personnel records  
 Salesmen's records  
 Servicing records  
 Social security records  
 ... and many others

**Note:** Each tray holds approximately 800 cards and should have a set of 25 A-Z guides for correct indexing. Guides and record cards are shown in Filing Supplies section, page 24 and 33, respectively.

Stock No.	Card Size	Inside Dimensions (Clear)		
		High	Wide	Deep
7310-C	3" x 5"	3¾"	5⅛"	8⅞"
7410-C	4" x 6"	4¾"	6⅞"	8⅞"
7510-C	5" x 8"	5¾"	8⅞"	8⅞"



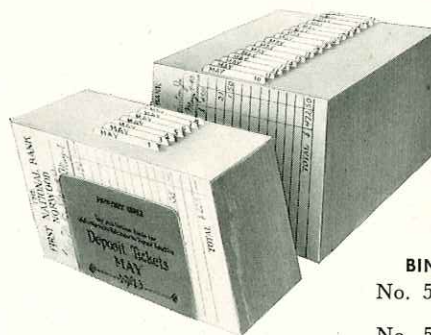
# DEPOSIT TICKET FILE SUPPLIES

## EXTRA SUPPLIES

No. 1-DTS—Supplies with deposit slips perforated along the 4¼" edge designed for use with the No. 105 Deposit Ticket File. The set consists of monthly indexes, 12 sets daily indexes and 12 binding wires. Wires are 13¼" long and are used for binding tickets for storage. If preferred, the Columbia Deposit Ticket Binding Case (See Page 8) may be used for storage.

No. 2-DTS—Supplies designed for use with the No. 205 Deposit Ticket File, with deposit slips punched on the 7" margin. Supplies consist of 2 sets monthly indexes, 12 sets daily indexes and 12 binding wires, each 13¼" long and used for binding tickets for storage. If preferred, the Columbia Binding Case (No. 46-D) shown on Page 8 may be used for storage.

These are packaged in outfits sufficient for a year's indexing of deposit tickets, and consist of 1 set monthly indexes, 12 sets daily indexes, twelve binding wires. Standard wires included in the sets are 13¼" long; extra lengths, 14", 18", 24" are also available. *Important: In ordering extra sets be sure to specify No. 1-DTS for the No. 105, or No. 2-DTS for the No. 205 Deposit Ticket File.*



### BINDING WIRES

No. 5 Standard Length  
No. 5-S Special Length  
(Specify special length: 14", 18", or 24".)  
Binding wires hold transferred tickets in book form.

# NOTE CASE SUPPLIES

*For use with the Globe-Wernicke Note Case No. 4*

## ANGULAR CELLULOID TAB GUIDE SET

Celluloid tabs formed at an easy-to-see 45° angle. Set consists of:

- 1 Set (No. 84-N-12) Monthly Guides (Jan. to Dec.) orange tabs—cut sixths—third and fourth positions.
- 1 Set (No. 84-N-31) Daily Guides (1-31) yellow tabs—cut eighths—distributed.

- 1 Set (No. 84-N-25) Alphabetic Guides (25 A-Z) green tabs—cut fifths—distributed.

- 1 (No. 84-N-D) Guide printed "DEMAND," blue—third cut—right position.

- 1 (No. 84-N-PD) Guide printed "PAST DUE," red—third cut—left position.

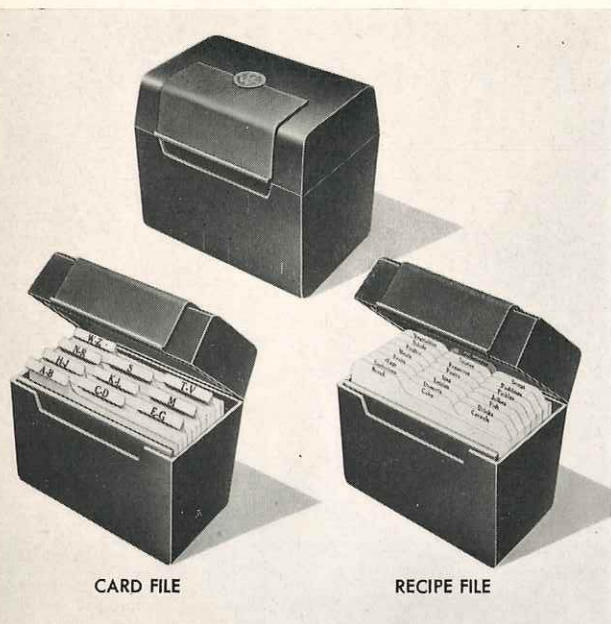
- 2 (No. 84-N-B) Guides with blank inserts for special names—yellow—third cut—center position.

Angular celluloid tab guides' overall dimensions: 4⅞" high x 10½" wide; body—4½" high x 10½" wide.

## EXTRA GUIDES

Any of the above sets of Monthly, Daily, or Alphabetic guides, or individual Demand, Past Due, and Special Name (blank insert) guides may be purchased separately, either in place of or in addition to the complete sets as listed.



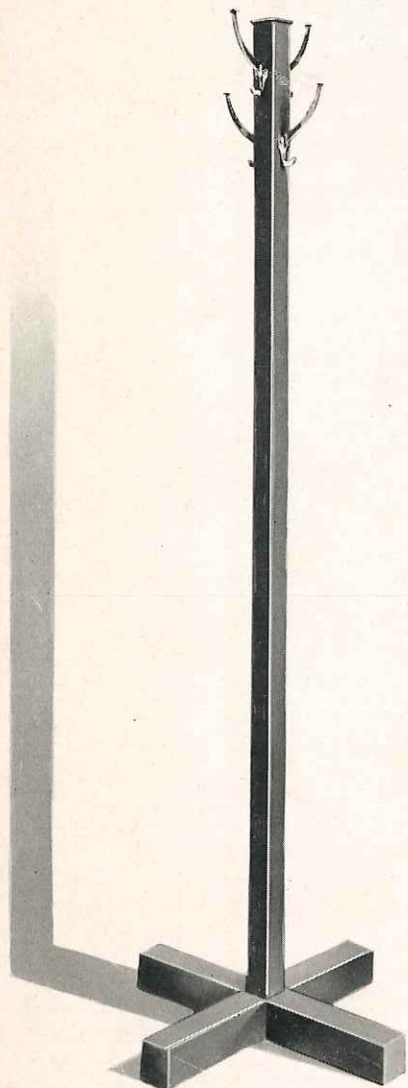


## GUARD-X<sup>®</sup> PLASTIC CARD INDEX TRAY

*Handsome! Modern! Handy!*

Smartly styled of Bakelite plastic, the G/W Guard-X Card Index Tray is ideally suited for home or office. It is available in black, red, green and mottled brown. Sets of A to Z, monthly, daily, and blank index guides are available. (See Filing Supplies Catalog No. 653.) Excellent as a recipe file when equipped with No. 3C-CR cards, or as a Christmas Card File when equipped with No. 3 CL-1 Christmas mailing list cards.

**Stock No. P-35**—Empty—For 3"x5" cards.



## STEEL COSTUMER

*In Colors to Match or Harmonize with  
Other Furniture*

A Globe-Wernicke costumer provides an efficient and convenient means for keeping coats and hats handily available. This is a "must" for business men and women who are in and out of their offices many times a day.

These costumers are sturdily made. The upright, tubular post is securely bolted to a heavy, tip-resistant base. Four white satin-finished hooks are combination style on which both coat and hat may be hung.

Costumers are available in six finishes: gray, green, brown (harmonizes with walnut furniture), maroon (harmonizes with mahogany furniture), sea green and copper tan.

**Stock No. G-77**—Height 67¾"; base 20"x20".

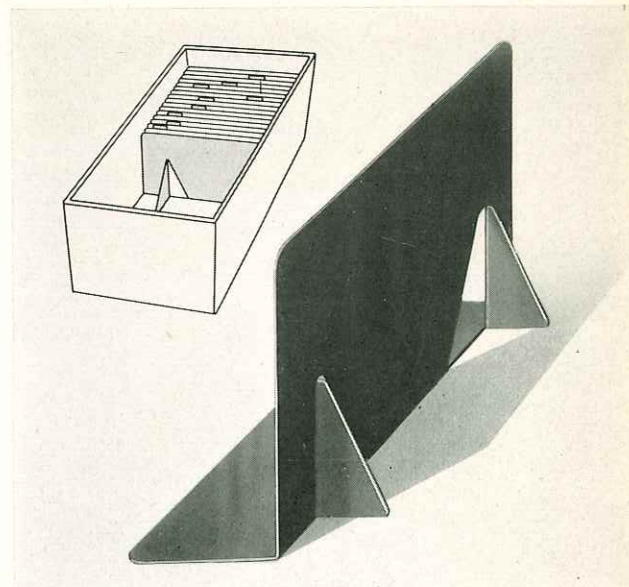


## STEEL FOLLOWER

### *For Card Index Storage Cases*

In card index trays and storage cases that are not equipped with a follower block, this simple device keeps cards and guides in an upright position, prevents their slumping and curling when the file is only partially filled. Made of one piece of metal, the bottom flange slips under the cards, and the back is braced by two triangular flanges. Available for 3"x5", 4"x6", and 5"x8" card sizes. Finished in gray enamel.

Stock No.	Card Size of Storage Case
35-F	3" x 5"
46-F	4" x 6"
58-F	5" x 8"

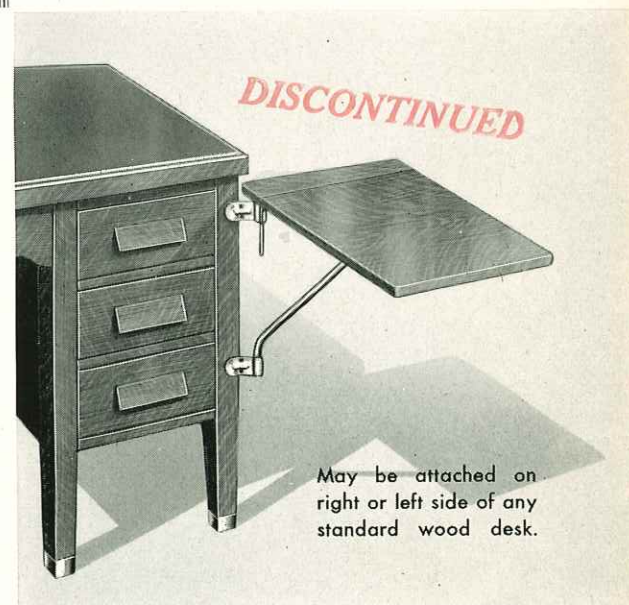


## SWINGING WOOD DESK SHELF

### *For Typewriter, or Extra Work Space*

A firm platform that can be easily adjusted and locked in any position by means of a lever at the inside corner. Most frequently used for the typewriter, its rigidity reduces vibration when the machine is in use. It is also helpful as an extra work space where many papers must be spread out. Assembled for attachment at the left or right side of any standard desk, by following the simple instructions packed with each shelf, it may be quickly reassembled for attachment on the left. Finished in oak, imitation walnut or mahogany.

Stock No.	Dimensions
4-RR (for round-corner desk)	19" wide x 14" deep
4-RS (for square-corner desk)	

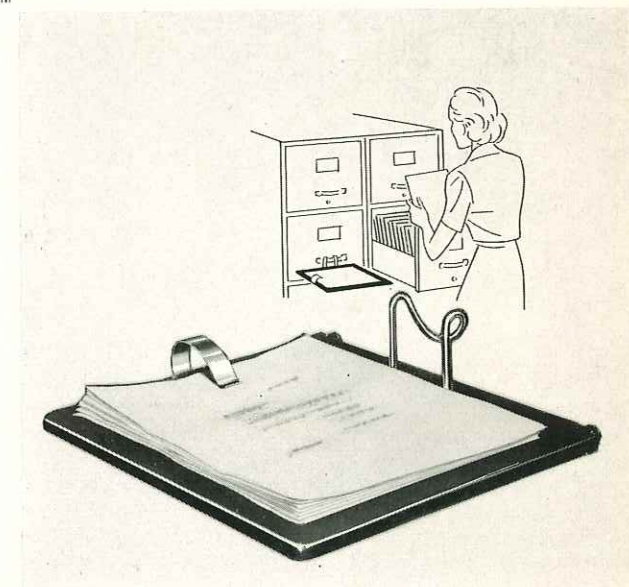


## FILING SHELF

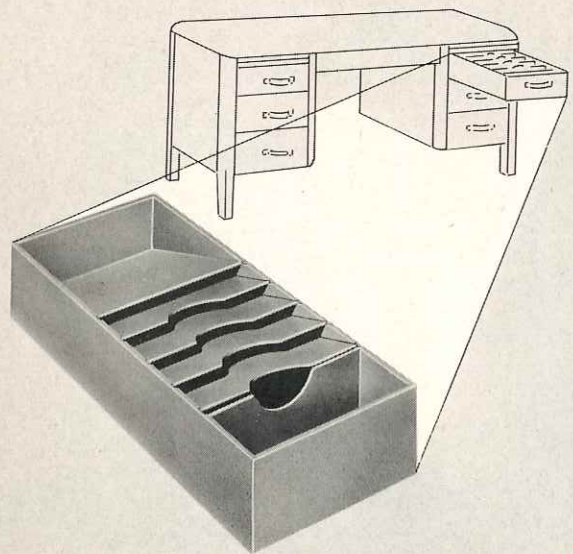
### *Saves Time and Steps When Filing*

Both hands are free for filing when this convenient shelf is hooked on the pull of a nearby file drawer. Papers are sorted in comfort at desk or table, then slipped under the strong steel clip; they cannot get out of order, and are always at an easy working level. Shelf has rubber bumpers to protect finish on the drawer front on which it is hooked. Finished in green, oak, brown, maroon or gray.

Stock No.	Dimensions	
6	Wide 11"	Long 13"





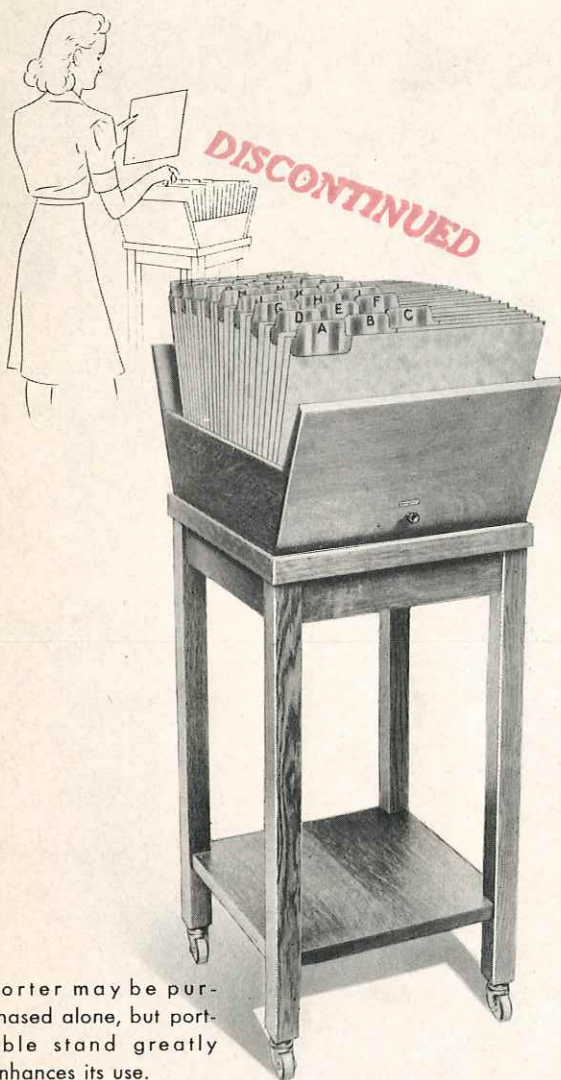


## DESK DRAWER STATIONERY CABINET

*Keeps Stationery Clean and Convenient*

Letterheads, second sheets, carbon paper, billheads, envelopes, and other stationery supplies are always at hand, always clean and fresh, when kept in one of these cabinets which fits into pedestal drawer of desk. Case is made of selected hard wood with Duron partitions. Sloping partitions have bottom flange to prevent papers from slipping down. Capacity of any compartment may be increased by removing a partition. Finished in gray enamel.

Stock No.	Dimensions		
	High	Wide	Deep
4	Outside: 4"	9 $\frac{1}{4}$ "	21 $\frac{3}{4}$ "
	Inside: 3 $\frac{3}{4}$ "	8 $\frac{3}{4}$ "	21 $\frac{1}{4}$ "



## CORRESPONDENCE SORTER AND STAND

### The Sorter

Designed for temporary filing, sorting, and distribution of correspondence, the sorter speeds up and simplifies filing. Tray may be used on a portable stand as illustrated, or can be placed on desk or table; felt discs on bottom prevent marring of surfaces. A set of 25 extra heavy pressboard A-Z guides is included. These guides have flat tabs covered with celluloid which strengthens tabs and keeps index clean and legible. Trays are equipped with metal follower operating on a countersunk rod. Choice of quartered oak, imitation walnut or mahogany finish.

Stock No.	Outside Dimensions		
	High	Wide	Deep
25	11" (to top of guides)	12 $\frac{3}{4}$ "	12 $\frac{5}{8}$ " (at bottom) 18 $\frac{1}{4}$ " (at top)

### The Stand

Designed for use with the Sorter, which it holds at a convenient work height. The portable stand is fitted with smooth-rolling casters so that tray may be moved easily to various desks or departments for work, or placed beside the file cabinet to save steps and speed up filing. Shelf at bottom adds rigidity to stand, provides a handy place for miscellaneous material. Finished in quartered oak, imitation walnut or mahogany to match sorter.

Stock No.	Dimensions		
	High	Wide	Deep
1225	24 $\frac{1}{8}$ "	13 $\frac{3}{8}$ "	13 $\frac{3}{8}$ "

Sorter may be purchased alone, but portable stand greatly enhances its use.

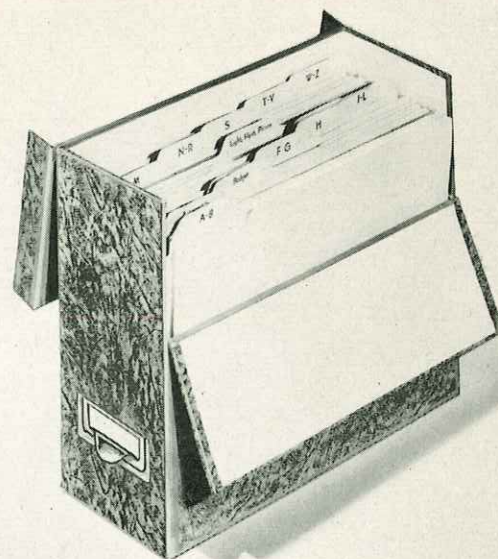


## "500 LINE" STORAGE CASES

*Popular as a Personal File*

The hinged lid construction with 4" drop front gives easy access to contents. May be equipped with vertical folders, or used for folded documents. Case is made of heavy binders' board, reinforced with cloth along all exposed edges and corners. Covering is slate blue leather design paper; interior is lined with white lining paper. Has combination label holder and pull with blank label provided to identify contents. Folders are not included.

Stock No.	Size	Inside Dimensions		
		High	Wide	Deep
590	Bill	8 $\frac{3}{8}$ "	10"	4 $\frac{3}{4}$ "
591	Letter	10 $\frac{1}{8}$ "	12 $\frac{1}{8}$ "	4 $\frac{3}{4}$ "
592	Legal	10 $\frac{1}{8}$ "	15 $\frac{1}{8}$ "	4 $\frac{3}{4}$ "



## DOCUMENT FILE STORAGE CASE

*Takes Folded Documents, Catalogs*

This telescope style container is made of heavy binders' board, covered with slate blue leather design paper, and lined with white paper. Top, bottom, and sides of jacket are one-piece construction, rotary scored, and back is attached by means of cambric reinforcement which covers entire outer edge of jacket. Drawer front is double thick with combination label holder and pull. One size only.

Stock No.	Outside Dimensions			Inside Dimensions		
	High	Wide	Deep	High	Wide	Deep
102	10 $\frac{7}{8}$ "	5 $\frac{3}{8}$ "	12 $\frac{3}{16}$ "	10 $\frac{7}{16}$ "	4 $\frac{3}{4}$ "	11 $\frac{5}{8}$ "

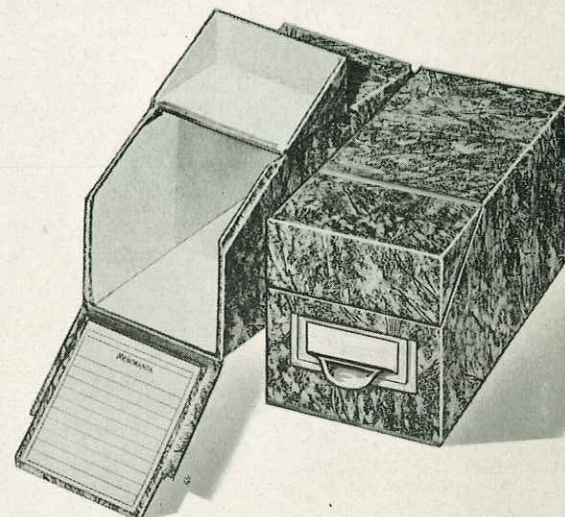


## DUSTPROOF FILE BOX

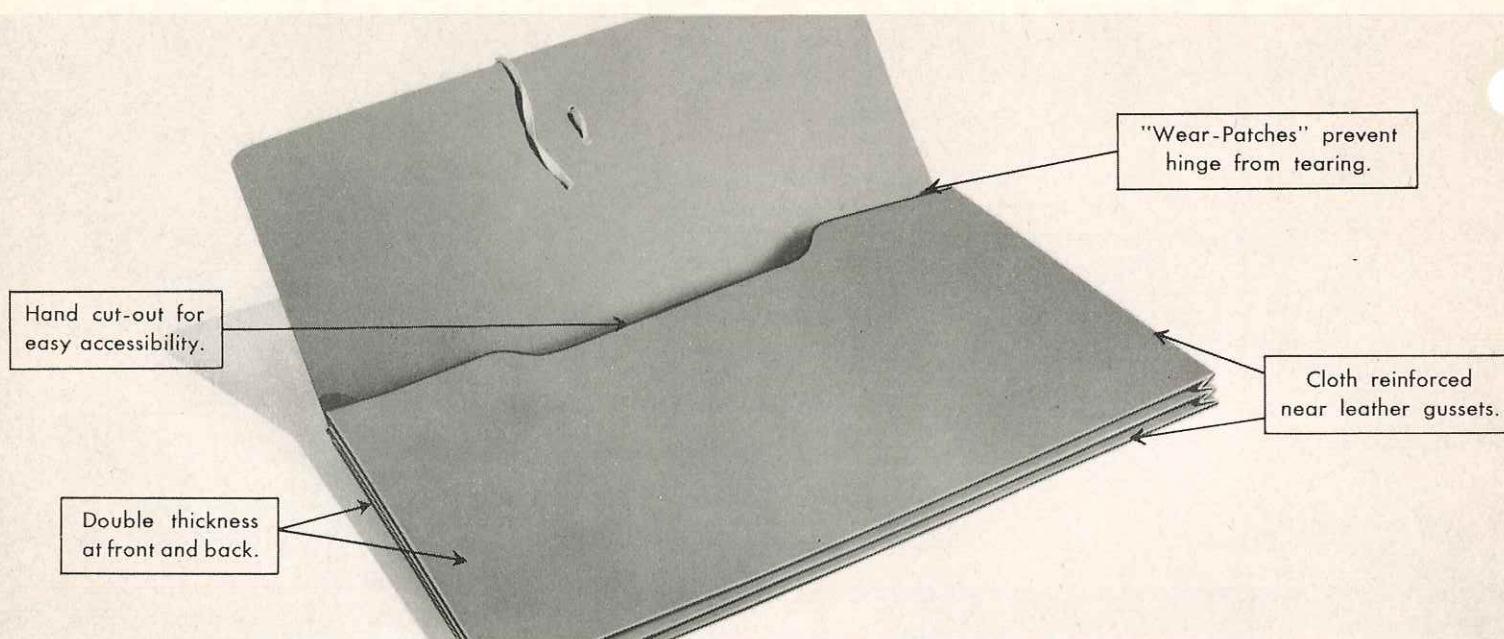
*For Flat Filing of Insurance Papers, Deeds, Contracts*

The flanged drop-style cover gives the contents of this box dustproof protection. Made of heavy binders' board, the sides and back are double thick and have cloth reinforced edges. Case is covered with slate blue leather design paper; inside is lined with white paper. Front is equipped with combination metal label holder and pull in white metal finish. Inside of drop front has printed form for listing contents. One size only.

Stock No.	Outside Dimensions		
	High	Wide	Deep
1	4 $\frac{7}{16}$ "	4 $\frac{7}{16}$ "	10"







## NEARLEATHER EXPANDING ENVELOPES

*A Handy Portfolio for Business and Professional Use*

Nearleather is highly calendered under extreme pressure to produce a dense, tight-packed stock with great rigidity and "spring." This treatment, also, gives it a very smooth writing surface on which ink may be used without danger of spreading or fuzzing.

Various thicknesses of Nearleather are used in manufacturing the Globe-Wernicke line, in order to provide sturdy products that will give you the utmost in service. In general, 11-point Nearleather is used for the body of most envelopes and file pockets, and 9-point stock for side and bottom gussets. The gussets are reinforced along the top edge either with cloth or with an extra fold of Nearleather.

Items having two- or five-piece construction have two thicknesses of 11-point Nearleather front and back so that their actual thickness is 22 points. Flat one-piece envelopes, and in some cases the flaps of five-piece expanding envelopes, are made of 13-point Nearleather.

These sturdy envelopes may be used for storing or carrying checks, receipts, contracts, securities, insurance papers, specifications, documents, and other business and legal papers. Teachers like them for lecture notes and class work; writers use them for manuscripts. Wherever voluminous related materials must be kept together they fill an important need.

The five-piece construction provides double thicknesses of tough Nearleather on front and back of envelope. Bottom and end gussets are of heavy Nearleather, reinforced with cloth along the top edges; a cloth wear-patch at each end of the flap hinge also gives additional strength and prevents tearing. In letter and legal sizes, envelopes are available with cloth expansion gussets.

Envelopes are fastened with strong tape which runs through two eyelets on the flap and may be tied where desired. This permits adjusting the tape quickly and easily to the bulk of the contents.

1 3/4" Expansion	3 1/2" Expansion	Dimensions		Gusset
Stock No.	Stock No.	High	Wide	
1026 C	1046 E	4" x 9 1/2"		Nearleather
1028 C	1048 E	4 1/2" x 11"		"
1030 C	1050 E	5" x 12"		"
1033 C	1053 E	9 1/2" x 11 3/4"		"
1035 C	1055 E	9 1/2" x 14 7/8"		"
CG 1033 C	CG 1053 E	9 1/2" x 11 3/4"		Cloth
CG 1035 C	CG 1055 E	9 1/2" x 14 7/8"		"

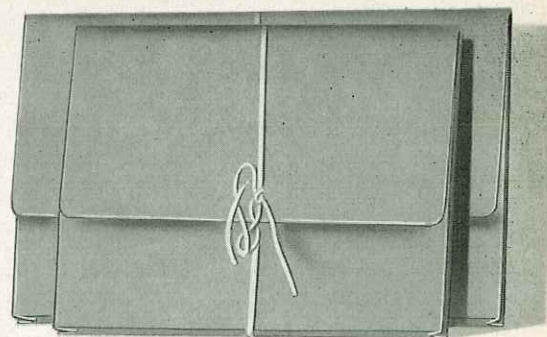


## NEARLEATHER EXPANDING ENVELOPES

### *Economy Model—One-Piece Construction*

When extreme durability is not so essential, the economy model made of one piece of strong Nearleather fills many needs at substantial savings. As in the heavy-duty style shown on preceding page, fastening tape threaded through reinforced eyelets on back, may be easily adjusted and tied in the most convenient position. Available only in 1½" expansion, letter and legal sizes.

Stock No.	Dimensions	
	High	Wide
N 2043	9½"	11¾"
N 2045	9½"	14¾"

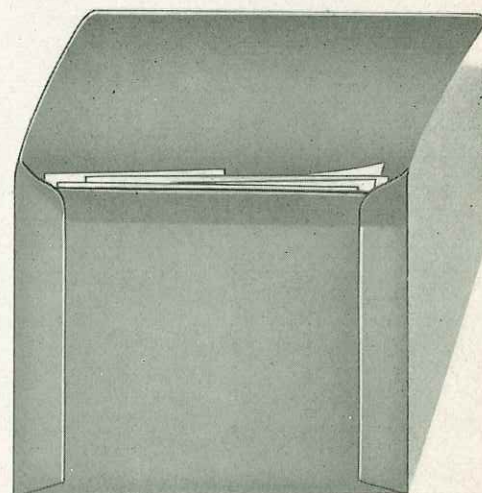


## NEARLEATHER VERTICAL ENVELOPES

### *Flat—One-Piece Construction—Without Tape*

Made of a single piece of long-wearing red Nearleather stock, these envelopes give low-cost protection to collected data and papers. End closures extend onto flap, to strengthen it at point of greatest wear. No tape or gumming is provided on flap, but envelope may be sealed with mucilage, gummed tape, or tied with twine if fastening is desired. Cutout front gives easy access.

Stock No.	Dimensions	
	High	Wide
1006 A	4"	9½"
1010 A	5"	12"
1013 A	9½"	11¾"
1015 A	9½"	15"



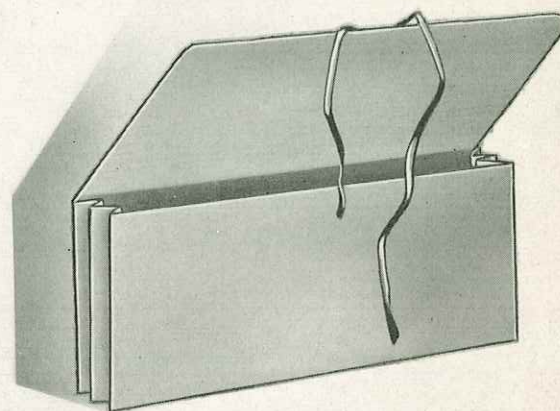
## MANILA EXPANSION ENVELOPES

### *Document Sizes—With Tape*

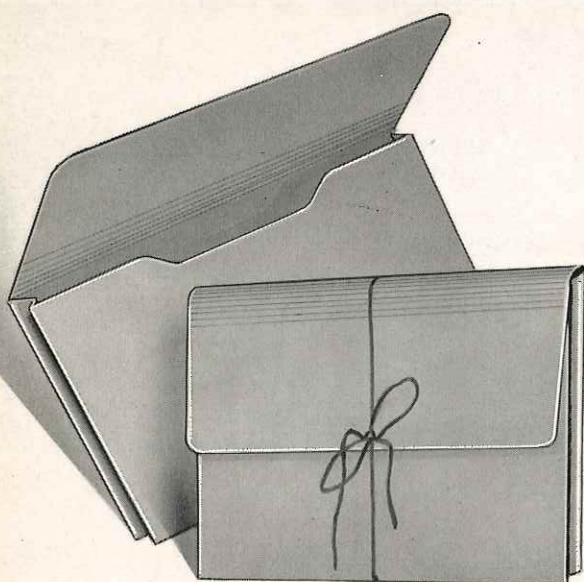
Ideal for securities, checks, and folded papers and documents of all kinds. These envelopes are made of one piece of manila sheet stock having a smooth finish. Flap is scored for various degrees of expansion up to the maximum of bottom and ends. Tape tie is secured to flap by metal fastener. Each of the three sizes listed below is available in expansions of ½", 1½", or 2".

Stock No.	Dimensions	
	High	Wide
10	4"	9½"
11	4¼"	10"
12	4½"	10¾"

NOTE: In ordering, specify expansion desired.





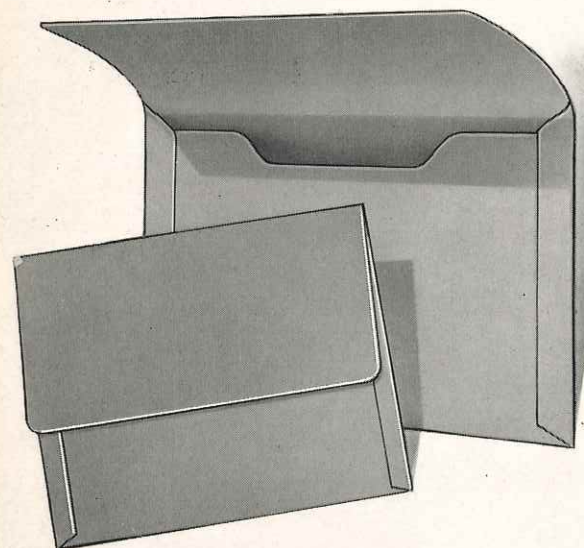


## EXPANDING ENVELOPES

*Semi-Bleached Sulphite Stock; Tape Tie*

Light in weight yet remarkably sturdy, these envelopes offer inexpensive protection for papers wherever an expanding envelope is required. Made of high grade semi-bleached sulphite stock in one-piece construction, front has hand cutout, and flap is scored for expansion. Tape tie runs through two slits in back of envelope, is secured by gummed cloth reinforcement on inside. Available in letter and legal sizes, with  $1\frac{1}{2}$ " expansion.

Stock No.	Dimensions	
	High	Wide
1131	$9\frac{1}{2}$ "	$11\frac{3}{4}$ "
1132	$9\frac{1}{2}$ "	15"

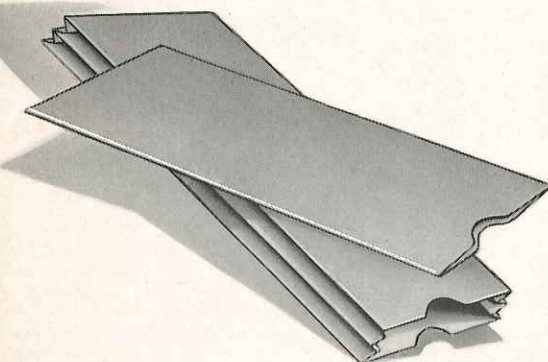


## FLAT VERTICAL ENVELOPES

*Manila or Sulphite; Without Tape*

Special 11-point manila, or high quality semi-bleached sulphite stock is used in these one-piece envelopes. Front has convenient hand cutout. End closures of manila envelopes extend onto flap to reinforce fold and prevent contents from slipping out. No tape or gumming on flap. Available in letter and legal sizes.

Stock No.	Dimensions		Material
	High	Wide	
1111	$9\frac{1}{2}$ "	$11\frac{3}{4}$ "	11 pt. manila
1112	$9\frac{1}{2}$ "	15"	"
1121	$9\frac{1}{2}$ "	$11\frac{3}{4}$ "	Semi-bleached sulphite stock
1122	$9\frac{1}{2}$ "	15"	"



## MANILA LEGAL ENVELOPES

*Open End; Flat or Expansible*

Made in one piece, of semi-bleached Kraft stock having exceptional strength and a smooth creamy-white finish. The open end has thumb cutout for easy removal of papers. Popular for insurance policies and legal documents of all kinds. Comes in three sizes, each having five different capacities—flat, or with  $\frac{1}{2}$ ", 1",  $1\frac{1}{2}$ ", or 2" expansion on all sides. May be ordered in colored stock, subject to delay and extra charge.

Stock No.	Dimensions		NOTE: In ordering, specify flat, or size of expansion that is desired.
	High	Wide	
10	$9\frac{1}{2}$ "	4"	
11	10"	$4\frac{1}{4}$ "	
12	$10\frac{3}{4}$ "	$4\frac{1}{2}$ "	

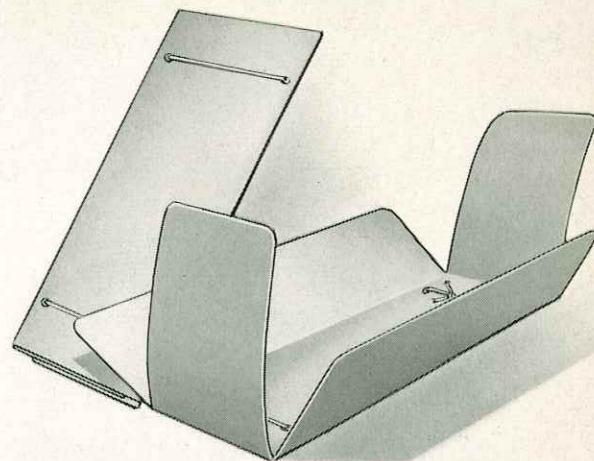


## MANILA REVERSIBLE ENVELOPES

*Adjustable up to Two Inches; Elastic Cord*

Two-piece construction and top quality semi-bleached sulphite stock gives these envelopes extra strength and rigidity. The long flaps at sides and ends adjust automatically to bulk of contents and are held firmly closed by heavy elastic cords which pass through metal eyelets. Carried in stock plain or printed for court use. Special colors can be supplied subject to delay and extra charge.

Stock No.	Dimensions		Style
	High	Wide	
10	4"	9½"	Plain
12	4½"	10¾"	"
510	4"	9½"	Printed for court use



U. S. Patent Office

AUG 19 1955

Design Division

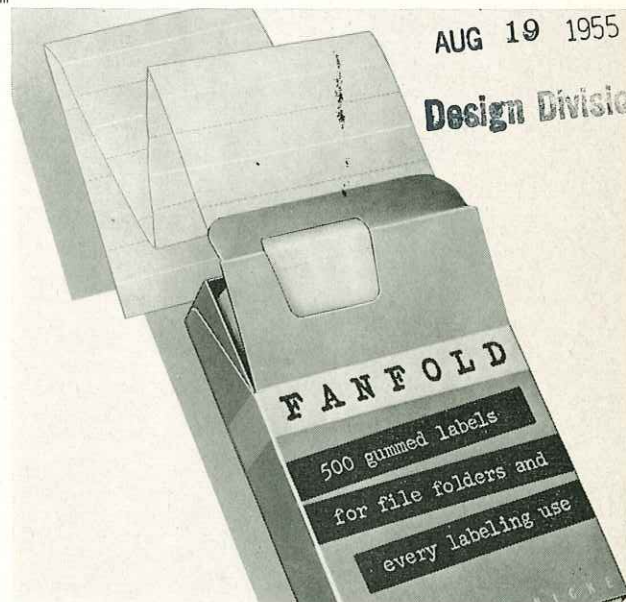
## FANFOLD GUMMED FOLDER LABELS

*For File Folders and Every Labeling Use*

Made of high quality bond paper, G/W Fanfold Gummed Folder Labels have an extra large writing area (3¾" x 1½" flat or 3¾" x 1¼" folded). The adhesive coating on the back grips well, holds firmly, assures lasting performance. They are packed in a handy container which may be placed behind the typewriter so that the labels are fed into the typewriter in a continuous strip of 500. In this way, any quantity may be typed, and all with uniform margins.

G/W Fanfold Labels are available in a choice of colors, so that you can speed up filing and finding with the use of various colors. The attractive new packer, with a cellophane window for quick identification of color, serves both as a display carton and a neat, practical package which facilitates handling in the store and in actual use.

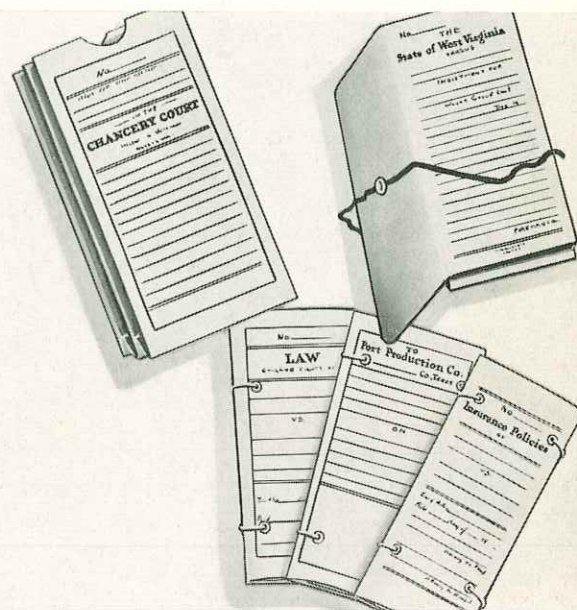
No. 28—Individual box containing 500 labels of one color in continuous strip.



## SPECIAL PRINTED FORMS

*Made to Your Order*

Available for all types and sizes of manila and sulphite envelopes shown in this catalog. Municipal, county, and state governments, courts, legal firms, insurance companies, and businesses where contracts are part of the routine, find special printed envelopes advantageous, convenient, and more economical. These increase speed of filing and finding, for all essential data is included and arranged in uniform manner. Keep files orderly and neat... Types of envelopes most frequently used are the expanding (document size), Open-End Legal, and Reversible styles. Similar forms may be imprinted on letter and legal size Flat or Expanding Envelopes of manila or sulphite stock.





# VISIBLE REFERENCE RECORD EQUIPMENT

*For one- and two-line reference records where speed, accuracy, and compactness are important.*

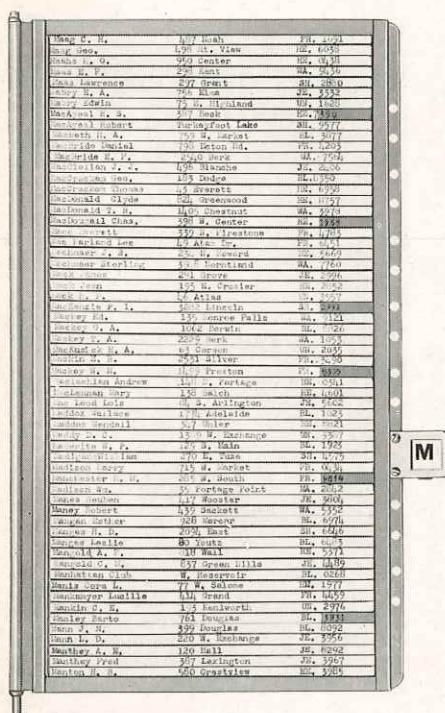
Globe-Wernicke's visible reference record equipment keeps information frequently referred to instantly visible, immediately accessible . . . Gives facts at a glance. The equipment that houses these one- and two-line records is smartly styled, scientifically engineered to assure the user speed, accuracy, and efficiency in locating and in keeping needed information.

The core of the system is the steel frame that houses the paper labels on which the record has been typed. These labels are inserted in transparent celluloid tubes for protection. Tubes are easily placed in the frame merely by snapping into position . . . Are held securely in place by the frame's side channels. The frames may be used with any of the three styles of compact working units: Rotary Stands, Desk Stands, and Wall Racks. All equipment comes in Globe-Wernicke's harmonizing gray finish.

For those scores of traffic centers where time is vital, where speed is service, where accuracy is a must, where space is limited, here Globe-Wernicke's visible reference record equipment will efficiently, economically, ably fill the needs . . . Indispensable for cross reference use, personnel information, and reference for answers for frequent telephone inquiries . . . Ideal for department and retail stores for credit ratings, mailing and prospect lists, membership lists for churches, civic organizations, clubs . . . for police and fire department listings . . . for newspapers, insurance offices, banks, hospitals . . . for municipal and other public building directories . . . for manufacturing companies for inventory and stock records and for purchasing, personnel, sales, credit, traffic, production, order, and billing departments.

## VISIBLE REFERENCE RECORD FRAMES

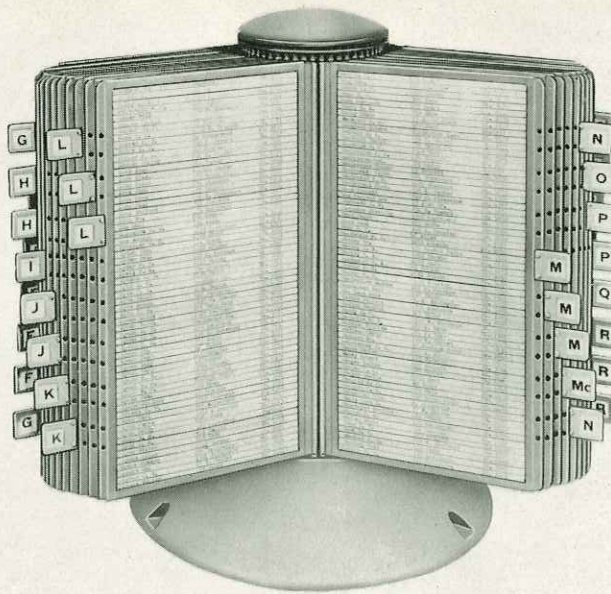
Frames, fabricated of durable, high-grade furniture steel, give many years of unexcelled service . . . Are double-faced, with both sides equipped with steel side channels to hold securely the indexed paper labels in their celluloid tubes. A pin at the end of each frame held in place by friction grips, acts as a pivot on which the frame turns in its housing unit. The frame's outer edge is drilled to accommodate its metal label holder in any desired position along the frame's length . . . Available in two heights (12 $\frac{5}{8}$ " and 20 $\frac{5}{8}$ " ), each with choice of three visible reading widths (5", 6", or 8"). In gray finish. Label holder, with celluloid label protector, furnished with each frame. A-Z index labels extra.



Stock No.	Overall Dimensions		Visible Width	Maximum Tube Capacity Both Sides	
	Height	Width		One Line	Two Line
F 125	12 $\frac{5}{8}$ "	6 $\frac{3}{16}$ "	5"	120 tubes	66 tubes
F 126	12 $\frac{5}{8}$ "	7 $\frac{1}{16}$ "	6"	120 tubes	66 tubes
F 128	12 $\frac{5}{8}$ "	9 $\frac{3}{16}$ "	8"	120 tubes	66 tubes
F 205	20 $\frac{5}{8}$ "	6 $\frac{3}{16}$ "	5"	200 tubes	110 tubes
F 206	20 $\frac{5}{8}$ "	7 $\frac{1}{16}$ "	6"	200 tubes	110 tubes
F 208	20 $\frac{5}{8}$ "	9 $\frac{3}{16}$ "	8"	200 tubes	110 tubes

5—one-line tubes to the inch; 2 $\frac{1}{2}$ —two-line tubes to the inch.





## VISIBLE REFERENCE RECORD ROTARY STANDS

For handy desk or table use . . . Holds up to 50 double-faced steel frames in a fixed vertical position. Available in two heights. Maximum tube capacity is 6,000 one-line and 3,300 two-line tubes when smaller frames are used; 10,000 one-line and 5,500 two-line tubes for larger frames. Frames swing from side to side on a thrust bearing rotating rack so that the operator may refer to any data on the rotary stand in a fraction of a second. The stand's cap is so fastened to the rack to give a spring tension, thus making insertion or removal of frames, when necessary, simple, easy, swift. In gray finish.

Stock No.	Frame Capacity	Accommodates Frames	Diameter with Frames Extended	Height
SRS 1250	50	F 125	18 $\frac{3}{8}$ "	16 $\frac{1}{8}$ "
		F 126	20 $\frac{3}{8}$ "	16 $\frac{1}{8}$ "
		F 128	24 $\frac{3}{8}$ "	16 $\frac{1}{8}$ "
SRS 2050	50	F 205	18 $\frac{3}{8}$ "	24 $\frac{1}{8}$ "
		F 206	20 $\frac{3}{8}$ "	24 $\frac{1}{8}$ "
		F 208	24 $\frac{3}{8}$ "	24 $\frac{1}{8}$ "

### METAL LABEL HOLDERS

Metal label holders can be attached to the drilled outer edge of either size frame, in any desired position. One holder comes with each frame. Overall dimensions:  $\frac{7}{8}$ " x  $1\frac{1}{8}$ ". Label exposure:  $\frac{1}{8}$ " x  $\frac{9}{16}$ ". Stock No. LH 34.

### CELLULOID PROTECTORS FOR LABELS

Made of 10-point clear celluloid in strip form, scored for convenient separation to fit frame label holders. Keep index labels bright and clean. Stock No. CP 34.

### PAPER INDEX LABELS

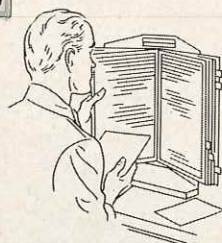
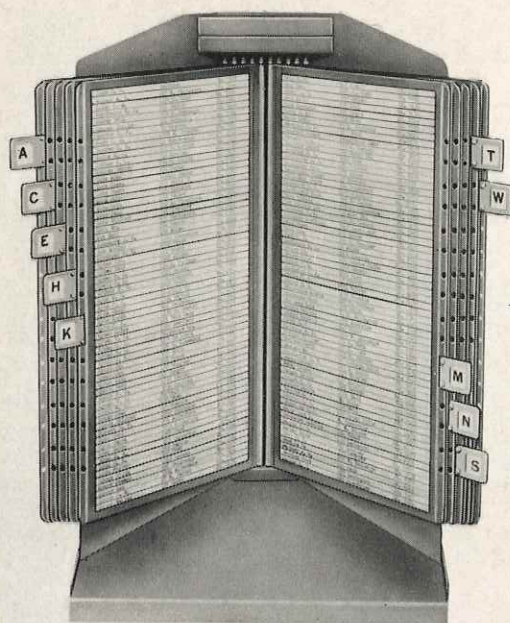
For use in frame label holder. Made of heavy, white ledger stock, in strip form, scored for folding, perforated for convenient separation. Folded size  $\frac{3}{4}$ " square. Alphabetic Index 10 A-Z and 27 A-Z, printed on both sides. Blank strips, also, available. Stock No. PL 34.

### METAL STOPS FOR VISIBLE RECORD FRAMES

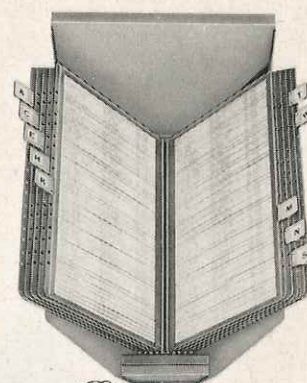
Stops support celluloid tubes in partially filled visible frames. Easily slipped into frames. May be used at top or bottom as preferred. Made of spring steel. Available in three widths. Packed ten to the envelope.

Stock No.	For use with Frames Nos.
5MS	F 125 & F 205
6MS	F 126 & F 206
8MS	F 128 & F 208





For use in up-right position on desk or table



For use in a horizontal position, place back support on the desk

## VISIBLE REFERENCE RECORD DESK STANDS

These smoothly operating units, functionally designed for desk-top use, are convenient, easy to handle, and are engineered to provide reference material at a glance. Stand is available in two heights, each with choice of 10, 25, or 50 frame capacity. A substantial metal base and back supports frames. A spring retaining clamp permits easy insertion or removal of frames from stand. Rubber feet on base protect desk-top from marks and

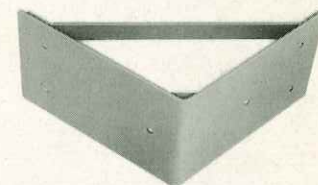
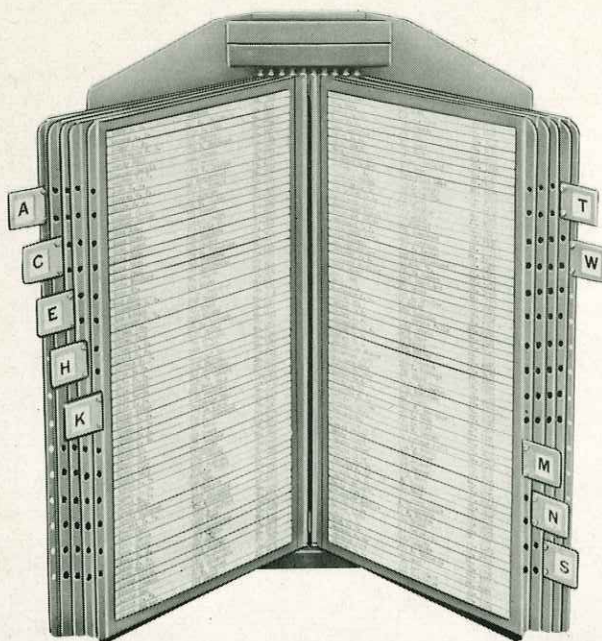
scratches. Frames swing from side to side as pages of book, making reference to data possible with one single motion of the hand. Finished in gray.

If the user prefers, the stand may be set in a horizontal position by placing the back support on the desk and reversing frames and index tabs as shown in the above illustration at the right.

(U.S. Patent . . . No. 2,617,219)

STOCK NO.	FRAME CAPACITY	ACCOMMODATES FRAMES	OVERALL DIMENSIONS WITH FRAMES EXTENDED			STOCK NO.	FRAME CAPACITY	ACCOMMODATES FRAMES	OVERALL DIMENSIONS WITH FRAMES EXTENDED		
			HIGH	WIDE	DEEP				HIGH	WIDE	DEEP
DS 1210	10	F 125	16"	12 $\frac{13}{16}$ "	11 $\frac{3}{4}$ "	DS 2010	10	F 205	24"	12 $\frac{13}{16}$ "	11 $\frac{3}{4}$ "
		F 126	16"	14 $\frac{1}{4}$ "	12 $\frac{3}{4}$ "			F 206	24"	14 $\frac{1}{4}$ "	12 $\frac{3}{4}$ "
		F 128	16"	17 $\frac{1}{16}$ "	14 $\frac{3}{4}$ "			F 208	24"	17 $\frac{1}{16}$ "	14 $\frac{3}{4}$ "
DS 1225	25	F 125	16"	17 $\frac{1}{16}$ "	11 $\frac{3}{4}$ "	DS 2025	25	F 205	24"	17 $\frac{1}{16}$ "	11 $\frac{3}{4}$ "
		F 126	16"	18 $\frac{1}{2}$ "	12 $\frac{3}{4}$ "			F 206	24"	18 $\frac{1}{2}$ "	12 $\frac{3}{4}$ "
		F 128	16"	21 $\frac{5}{16}$ "	14 $\frac{3}{4}$ "			F 208	24"	21 $\frac{5}{16}$ "	14 $\frac{3}{4}$ "
DS 1250	50	F 125	16"	24 $\frac{1}{16}$ "	11 $\frac{3}{4}$ "	DS 2050	50	F 205	24"	24 $\frac{1}{16}$ "	11 $\frac{3}{4}$ "
		F 126	16"	25 $\frac{1}{2}$ "	12 $\frac{3}{4}$ "			F 206	24"	25 $\frac{1}{2}$ "	12 $\frac{3}{4}$ "
		F 128	16"	28 $\frac{5}{16}$ "	14 $\frac{3}{4}$ "			F 208	24"	28 $\frac{5}{16}$ "	14 $\frac{3}{4}$ "





Telephone switchboard bracket



## VISIBLE REFERENCE RECORD WALL RACKS

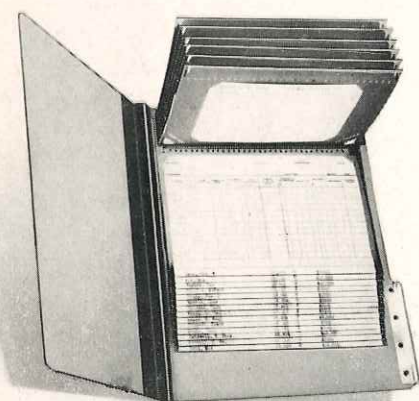
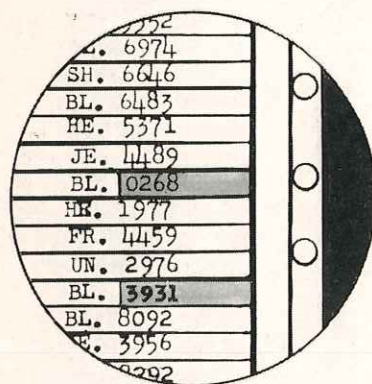
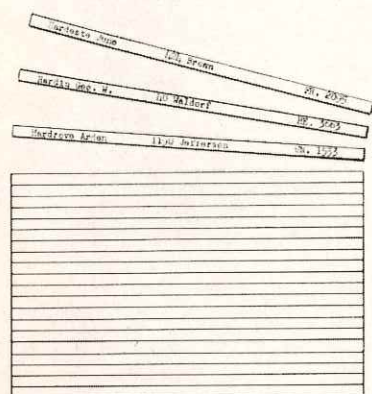
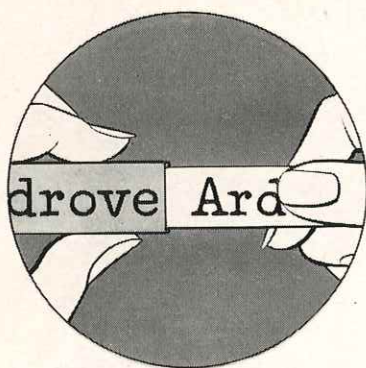
Where it is necessary for a number of persons to frequently refer to the indexed material, such as membership lists, stock lists, inventories, parts, telephone numbers, G/W's Wall Racks take precedence. Specifically designed for use where indexed information must be used by several persons, wall racks may be fastened to the wall at any convenient height. Top has spring retaining clamp for easy insertion of frames which swing in either direction, with little effort, for swift reference. Racks come in two heights, each with 10, 25, or 50 frame capacity. In gray finish.

### TELEPHONE SWITCHBOARD BRACKET

Shown in above illustration at right. Designed for use with Globe-Wernicke's Wall Rack, No. WR 1210. Constructed of quality steel. **May be attached to either left or right side of switchboard which should be specified so that attachment holes may be drilled on the correct side of the Wall Rack.** Telephone bracket makes it possible for the operator to have names and numbers always readily accessible. In gray. **Stock No. TB-1.**

STOCK NO.	FRAME CAPACITY	ACCOMMODATES FRAMES	OVERALL DIMENSIONS WITH FRAMES EXTENDED			STOCK NO.	FRAME CAPACITY	ACCOMMODATES FRAMES	OVERALL DIMENSIONS WITH FRAMES EXTENDED		
			HIGH	WIDE	DEEP				HIGH	WIDE	DEEP
WR 1210	10	F 125	15"	12 $\frac{13}{16}$ "	7 $\frac{3}{8}$ "	WR 2010	10	F 205	23"	12 $\frac{13}{16}$ "	11 $\frac{3}{4}$ "
		F 126	15"	14 $\frac{1}{4}$ "	8 $\frac{3}{8}$ "			F 206	23"	14 $\frac{1}{4}$ "	12 $\frac{3}{4}$ "
		F 128	15"	17 $\frac{1}{16}$ "	10 $\frac{3}{8}$ "			F 208	23"	17 $\frac{1}{16}$ "	14 $\frac{3}{4}$ "
WR 1225	25	F 125	15"	17 $\frac{1}{16}$ "	7 $\frac{3}{8}$ "	WR 2025	25	F 205	23"	17 $\frac{1}{16}$ "	11 $\frac{3}{4}$ "
		F 126	15"	18 $\frac{1}{2}$ "	8 $\frac{3}{8}$ "			F 206	23"	18 $\frac{1}{2}$ "	12 $\frac{3}{4}$ "
		F 128	15"	21 $\frac{5}{16}$ "	10 $\frac{3}{8}$ "			F 208	23"	21 $\frac{5}{16}$ "	14 $\frac{3}{4}$ "
WR 1250	50	F 125	15"	24 $\frac{1}{16}$ "	7 $\frac{3}{8}$ "	WR 2050	50	F 205	23"	24 $\frac{1}{16}$ "	11 $\frac{3}{4}$ "
		F 126	15"	25 $\frac{1}{2}$ "	8 $\frac{3}{8}$ "			F 206	23"	25 $\frac{1}{2}$ "	12 $\frac{3}{4}$ "
		F 128	15"	28 $\frac{5}{16}$ "	10 $\frac{3}{8}$ "			F 208	23"	28 $\frac{5}{16}$ "	14 $\frac{3}{4}$ "





## TRANSPARENT CELLULOID TUBES

Made of 10-point transparent non-inflammable acetate. Tubes are easily placed under the steel frame's side channels. Merely flex tube slightly and snap into position. Additions and changes can be made rapidly. Available in two sizes for one- and two-line records. The use of various colored tubes increases the system's effectiveness by making it possible to classify material and to signal important information.

Colors: Green, orange, yellow, red, blue, pink, and clear.

### FOR ONE LINE INDEXING

Stock No.	Overall Dim. High	Wide	Tubes Per Inch
SLT 5	1/8"	5 3/8"	5
SLT 6	1/8"	6 3/8"	5
SLT 8	1/8"	8 3/8"	5

### FOR TWO LINE INDEXING

Stock No.	Overall Dim. High	Wide	Tubes Per Inch
DLT 5	1/3"	5 3/8"	2 1/2
DLT 6	1/3"	6 3/8"	2 1/2
DLT 8	1/3"	8 3/8"	2 1/2

## PAPER LABELS FOR CELLULOID TUBES

Of quality white card stock. Material to be indexed is neatly typed on paper labels which are easily inserted in celluloid tubes. Labels come in strips of 50 for one-line indexing; in strips of 25 for two-line indexing. Strips are perforated for quick separation.

### FOR ONE LINE INDEXING

Stock No.	High	Overall width	Indexing Width
PL-15	1/8"	5 3/8"	5"
PL-16	1/8"	6 3/8"	6"
PL-18	1/8"	8 3/8"	8"

### FOR TWO LINE INDEXING

Stock No.	High	Overall width	Indexing Width
PL-25	1/3"	5 3/8"	5"
PL-26	1/3"	6 3/8"	6"
PL-28	1/3"	8 3/8"	8"

## CELLULOID SIGNALS

Colored signals increase the visual information imparted by the system. Make important facts stand out at a glance. Made of 10-point transparent colored celluloid with crimped ends. May be slipped in either end or both ends of tube. Quickly, easily changed. Come in two sizes for one- and two-line tubes, in strips of 20, scored for easy separation.

### FOR ONE LINE TUBES

Stock No.	High	Wide
TS-1	1/8"	1 1/4"

### FOR TWO LINE TUBES

Stock No.	High	Wide
TS-2	1/3"	1 1/4"

Colors: Green, red, orange, yellow, pink, and blue.

## VIS-ETTE VISIBLE CARD RECORD FOLDER

Visible margins provide facts in a flash. Folder of sturdy pressboard with metal channels securely fastened inside. Channels hold Kraft pockets, die-cut for 3" x 5", 4" x 6", or 5" x 8" cards on either side. Folder equipped with 20 pockets; 5 more may be added if needed. Angular celluloid tab, four inches long on side for indexing folder's contents. Title margin protecting strip of 10-point celluloid . . . May be conveniently filed in letter size file, desk file drawer, or slipped into brief case. Invaluable wherever portable visible records are needed.

Stock No.	Description
VF-58	Vis-ette Folder, with 20 Kraft pockets
VF-58-P	Extra Kraft pockets



# NUMERIC INDEX TO CATALOG

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1	Chair Mat .....	13
1	Every Day File.....	12
1	Dustproof File Box.....	25
1-C-SL	Ideal Transfer Case.....	6
1-DTS	Deposit Ticket Supplies.....	21
1-L	Shelf Box .....	17
1-PCT	Plastic Convenience Desk Tray.....	13
1-SL	Ideal Transfer Case.....	6
A-1	Columbia Arch .....	9
BC-1	Compressor Cover .....	10
C-1	Columbia Index .....	10
SDT-1	Streamliner Desk Tray.....	16
TB-1	Telephone Switchboard Bracket.....	33
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2	Desk Stationery Cabinet.....	17
2	Every Day File.....	12
2	Globe Desk Tray.....	15
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2-2	" .....	9
2-DTS	Deposit Ticket Supplies.....	21
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C-2	Columbia Index .....	10
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1050-E	" .....	26
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**GLOBE-WERNICKE**

**STANDARD  
FILING  
SUPPLIES**

**CATALOG No. 653**



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# IMPORTANT INFORMATION ON

## HOW to use this catalog

To make it easier and quicker for you to find what you want in this catalog, similar items have been grouped together and arranged in chart form. This arrangement, we feel sure, will be of great assistance to our dealers and their customers.

For example, suppose you need A to Z guides for a letter size file. The Sectional Index at the right of this page directs you to page 7. There you will find an explanation of the various kinds of material and the styles of tabs that are available.

On the pages immediately following this explanation, are charts, or tabulations, of all types and styles of vertical guides. Pictured at the extreme left are the various tab arrangements— $\frac{1}{3}$  cut,  $\frac{1}{4}$  cut, and  $\frac{1}{5}$  cut. The next picture shows the styles of tabs, such as plain, celluloided, angular celluloid, and metal. Perhaps you would like guides with angular celluloid tabs: Just select the picture of the tab you wish; then following across the pages, you will find the kind of body material, stock number, size, tab cut, kind of indexing, and the tab colors that are available for that style of tab.

### Definitions of Filing Supplies Terms

**TAB CUT** refers to the tab projection above the body of the guide or folder.

Ex.:  $\frac{1}{3}$  cut guides have tabs of equal width, each one-third of the width of the guide, distributed in first, second, and third positions.

**TAB POSITION** refers to the location of the tab in relation to the number of cuts. It begins at the left. Ex.: a  $\frac{1}{3}$  cut first-position guide has a tab one-third the width of the guide body at the extreme left.

**DISTRIBUTED** means the tabs are arranged in regular sequence in each of the positions indicated by the cut. Ex.: " $\frac{1}{3}$  cut distributed" means that the tabs on the first, fourth, seventh guides or folders are in the *first* (left-hand) *position*; tabs on the second, fifth, eighth guides or folders are in the *second* (center) *position*; tabs on the third, sixth, ninth guides or folders are in the *third* (right-hand) *position*. This sequence is, of course, continued indefinitely.

**DIMENSIONS** are always given in the following order:

*height first; width second*

Ex.: 5"x8" cards are 5 inches *high* and 8 inches *wide*;  
8"x5" cards are 8 inches *high* and 5 inches *wide*.

**BODY SIZE** is the size of folder or guide *exclusive* of tab and bottom tongue (on guides which have that feature).

**OVERALL SIZE** is the size of folder or guide *including* tab and bottom tongue (on guides which have that feature).

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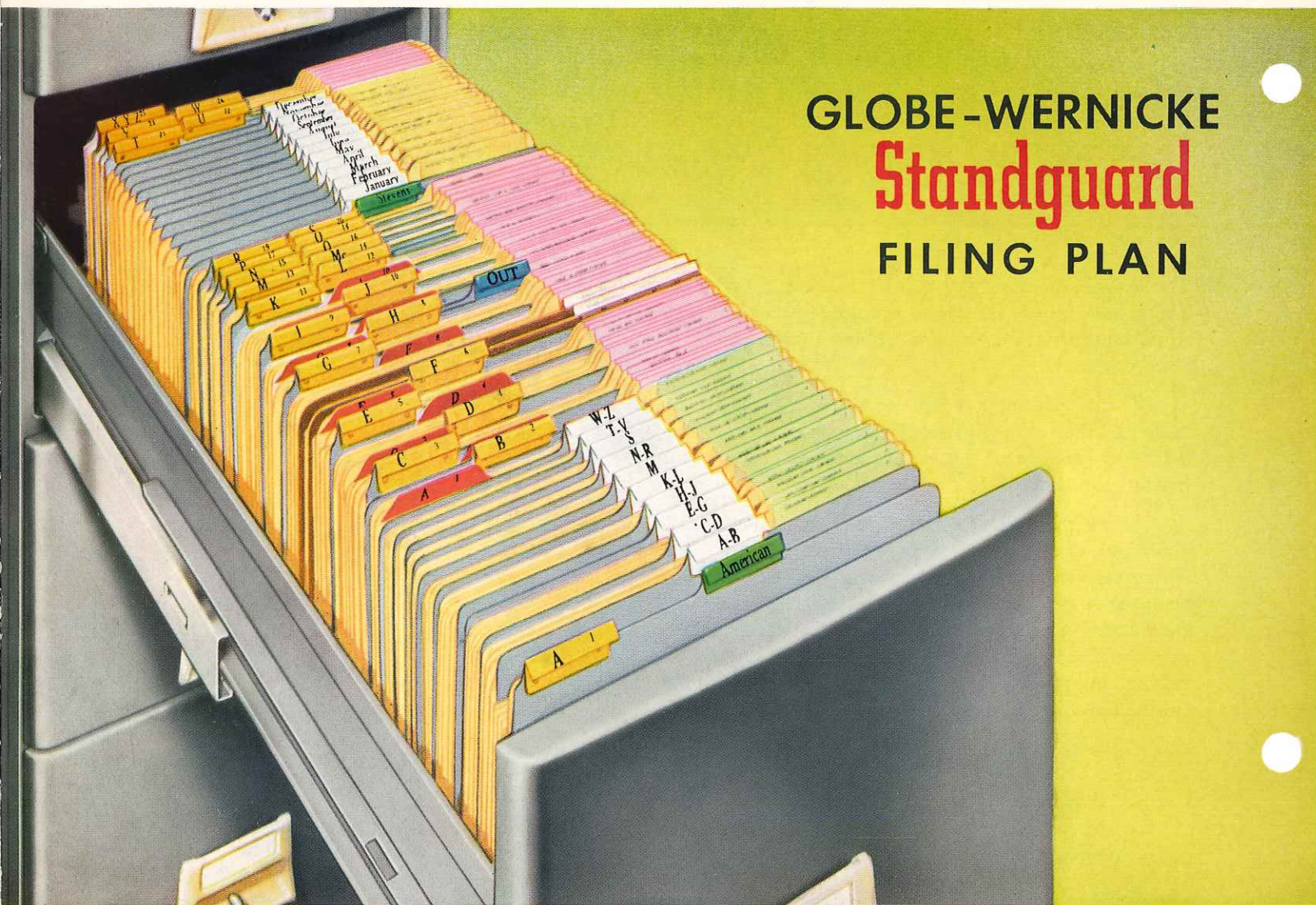
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## GLOBE-WERNICKE **Standguard** FILING PLAN

### *A simple, inexpensive method for easy filing and finding*

The Globe-Wernicke Standguard Filing Plan assures ease, speed, and accuracy in file operation. No special training is required; anyone in the office can file and find papers expertly after one explanation. This Plan can be installed readily in any standard file drawer, is low in initial cost, and may be expanded economically as filing needs increase. The G/W Standguard Plan is easy to use because each of the three basic groups of indexing—primary, auxiliary, and individual—has a specific, assigned position. These positions follow the natural eye movement from left to right. This advantage is further enhanced by the bright, appealing colors of the angular celluloid tabs that flash information instantly.

### *An outline of the Plan — How to install it*

● **Primary Guides** indicate *main indexing*. Have *yellow* angular celluloid tabs in the first two positions of fifth cut. Place these in the file first.

● **Miscellaneous Folders** have *red* tabs in the same positions as primary guides. Place in the file second, each directly behind its primary guide. Sort papers into these folders. When five papers for the same firm or person are accumulated, prepare an individual folder.

● **Individual Folders** have  $\frac{2}{5}$  cut tabs in right end position. Type name of firm or person on a Fanfold Label and apply to tab. Place papers neatly, most recent date on top, in folder. Place folder in file *between* primary guide and corresponding miscellaneous folder.

● **Auxiliary Guides**, with angular celluloid tabs in third position of fifth cut, expand and subdivide primary indexing. Those for special names have *orange* angular celluloid tabs; alphabetic, *clear*; monthly, *clear*; daily, *blue*; state, *clear*.

● **Out Guides** have *blue* angular celluloid tabs in third position of fifth cut. Contain pocket for charging card. Use in file when a folder is removed.

*Above items cataloged on next two pages.*

# THE GLOBE-WERNICKE CO.

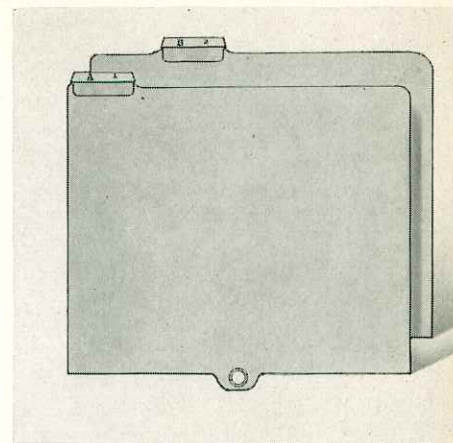


## PRIMARY GUIDES FOR G/W STANDGUARD PLAN

### *Provide Main Indexing*

Made of extra heavy 25 point pressboard with yellow angular celluloid tabs in the first two positions of  $\frac{1}{8}$  cut. Tabs are at  $45^\circ$  angle for instant visibility. Have large reading area,  $2\frac{1}{8}" \times \frac{3}{8}"$ . Available in sets of 25 to 3,000 A to Z, or blank. Blank guides include strips of blank labels which may be typed and inserted.

Stock No.	Size	Dimensions
85152	Letter	Overall $10\frac{5}{8}" \times 11\frac{3}{4}"$ Body $9\frac{1}{2}" \times 11\frac{3}{4}"$

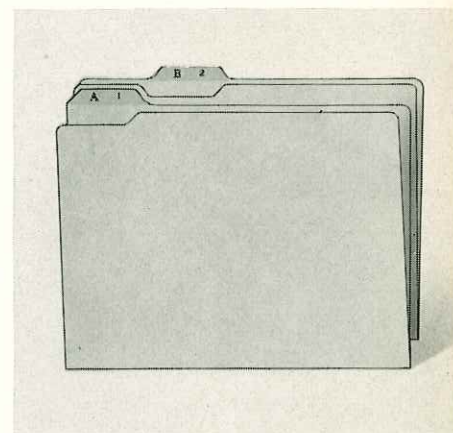


## MISCELLANEOUS FOLDERS FOR STANDGUARD PLAN

### *Same Indexing as Primary Guides*

Made of extra heavy 14 point Tuftear manila stock, with red tabs in the first two positions of  $\frac{1}{8}$  cut. Indexing is over-printed in black on the tabs. Folders are scored twice above fold for  $\frac{3}{4}"$  expansion. Used for correspondence and other papers when quantity is too small (less than five for any one person or firm) to warrant use of an individual folder. Order same size set as primary guides—25 to 3,000 A-Z.

Stock No.	Size	Dimensions
34152	Letter	Overall $9\frac{1}{2}" \times 11\frac{3}{4}"$ Body $9" \times 11\frac{3}{4}"$

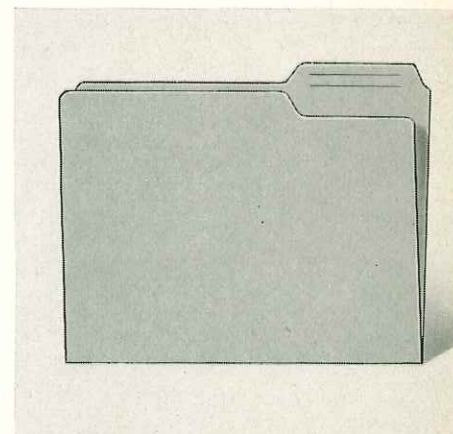


## INDIVIDUAL FOLDERS FOR STANDGUARD PLAN

### *Used for Firm or Person when 5 or more papers have accumulated*

Made of heavy and extra heavy manila with  $\frac{2}{5}$  cut single or double tabs in extreme right position. Single-tab folders are undercut on front leaf; double-tab are not undercut. May also be had in Kraft stock. All in letter size.

Stock No.	Material	Thickness	Tab	Dimensions
21-2/5-1	Heavy manila	11 pt.	Single	Overall $9\frac{7}{8}" \times 11\frac{3}{4}"$ Body $9\frac{3}{8}" \times 11\frac{3}{4}"$
D21-2/5-1	Heavy manila	11 pt.	Double	
K21-2/5-1	Heavy Kraft	11 pt.	Single	
DK21-2/5-1	Heavy Kraft	11 pt.	Double	

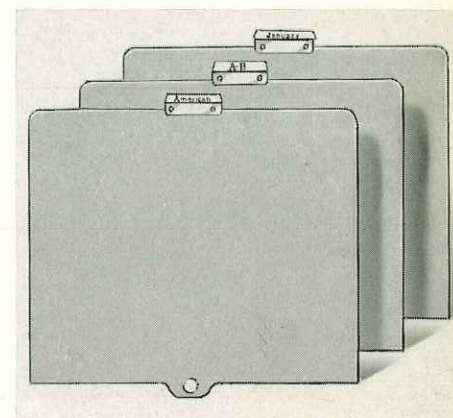


## AUXILIARY GUIDES FOR STANDGUARD FILING PLAN

### *Subdivide Primary Indexing; Provide Expansion*

Made of extra heavy 25 point pressboard with  $45^\circ$  angular celluloid tabs in third position of  $\frac{1}{8}$  cut. Generous label space,  $2\frac{1}{8}" \times \frac{3}{8}"$ . Auxiliary alphabet indexed in sets of 5, 10, and 25 A-Z with clear angular tabs. Special name guides have orange angular tabs and include a supply of blank labels for typing. Monthly and State sets are clear; Daily sets, blue.

Stock No.	Size	Type of Index	Angular Tab Color	Dimensions
85153	Letter	5, 10, 25 A-Z Jan.-Dec. 1-31 States Special Name	Clear Clear Blue Clear Orange	Overall $10\frac{5}{8}" \times 11\frac{3}{4}"$ Body $9\frac{1}{2}" \times 11\frac{3}{4}"$





## OUT GUIDES AND OUT FOLDERS

### Mark Places Where Folders Are Removed From File

*Out Guides* are made of extra heavy 25 point pressboard with flat or angular tabs of blue celluloid. A pocket eyeleted to guide holds a 3-V-1 charging card (not included with guides). Cut-out in guide makes insertion or removal of card easy. *Out folders* with blue tabs have ruled spacings on outside of front leaf for recording material removed. Also serve as container for material until regular folder is returned. Tabs of guides and folders in third position of  $\frac{1}{8}$  cut. Guides and folders, letter size.

Stock No.	Tab Style	Dimensions	
		Overall	Body
771-C	Guide—Flat celluloided	10" x11 $\frac{3}{4}$ "	9 $\frac{1}{2}$ " x11 $\frac{3}{4}$ "
8771	Guide—Angular celluloid	10" x11 $\frac{3}{4}$ "	9 $\frac{1}{2}$ " x11 $\frac{3}{4}$ "
6771	Folder—Plain	9 $\frac{7}{8}$ " x11 $\frac{3}{4}$ "	9 $\frac{3}{8}$ " x11 $\frac{3}{4}$ "

## CHARGING CARD AND GUIDE

### For Recording File Material in Use

Charging cards for use in Out Guides shown above are made of buff stock in 3" x 5" size. They provide a record of folders removed from the file, to whom loaned, and dates of removal and return. Charging Guides are used within the folder when only part of the contents is temporarily removed and as an Out Guide when entire folder is removed. They are made of Tuftear manila stock, printed on both sides.

Stock No.	Size	Dimensions	
		Overall	Body
3-V-1	Card	3" x 5"	
16-CC	Letter	9" x11 $\frac{3}{4}$ "	8 $\frac{1}{2}$ " x11 $\frac{3}{4}$ "

## CROSS REFERENCE SHEETS

### Used When Material May be Requested by Different Names

By using these sheets, much time can be saved in filing and finding data that may be asked for by different names. For example, the name "Marshall Field" is correctly filed under "F," but a person unfamiliar with the file may look for it under "M." To avoid this difficulty, a cross reference sheet is made out and filed in the miscellaneous "M" folder directing the searcher: "See Field, Marshall." Sheets may also be used in individual folders when it is desired to refer to data filed elsewhere. Sheets are made of 16-lb. canary color bond paper.

Stock No. 6221—Size Letter—Dimensions 8 $\frac{1}{2}$ " x11"

## NEARLEATHER EXPANDING FILE POCKETS

### WITH ANGULAR CELLULOID TABS

#### $\frac{5}{8}$ " Cut Right End Position — 1 $\frac{3}{4}$ " Expansion

Made of 11 point Nearleather in five piece construction. Front and back leaves, double thick; side gussets cloth reinforced at top edges. Tabs at 45° angle instantly visible. Extra long clear celluloid tab has label space  $\frac{1}{4}$ " x 4". White, blank label inserts in perforated strips included. Colored inserts may be ordered; see AT-144, page 17. Ideal for filing pamphlets, catalogs, reports, and where individual folders contain various size papers. Closed ends keep contents orderly and from falling out.

Stock No.	Size	Overall Dimensions
8514-C	Letter	9 $\frac{3}{4}$ " x11 $\frac{3}{4}$ "



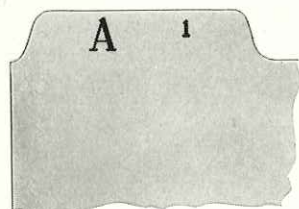
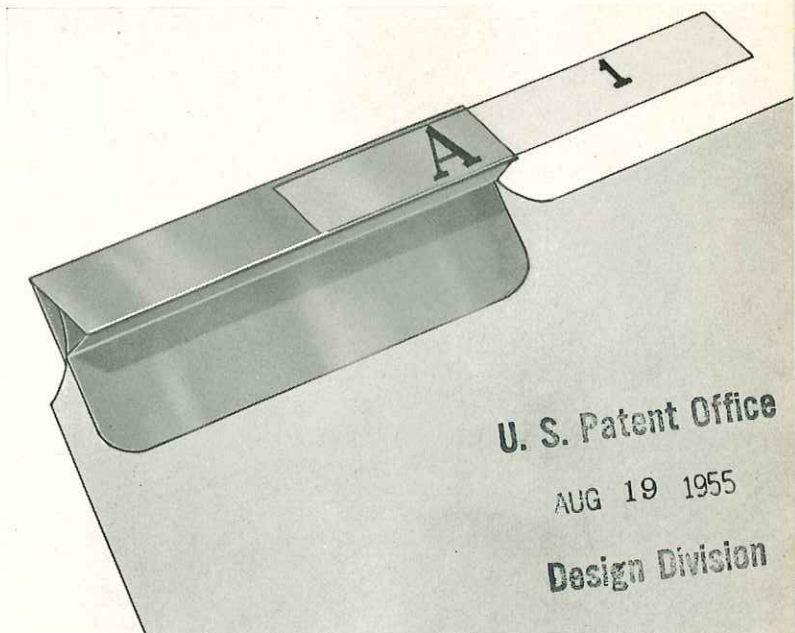
# GUIDES FOR VERTICAL FILING

## ANGULAR CELLULOID TAB GUIDES

Set at a 45° angle, these tabs greatly increase the speed and accuracy of filing. Every tab stands out clearly at an easy-to-read angle, as soon as the drawer is opened. Even in the bottom drawer, they can be seen from a standing position.

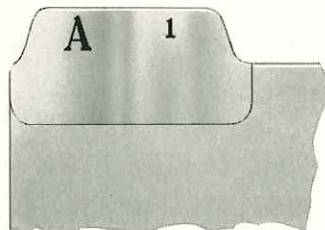
Tabs are formed of heavy celluloid, in a triangle, so that each side reinforces the other. Entire label area may be used for indexing; there is no frame to cast a shadow or obstruct the view. The guide body which is made of heavy pressboard, extends well up into the tab for extra strength. Tabs are firmly cemented to guide. Their flexibility allows them to "give" with the guide body, and therefore prevents their tearing out.

Besides exceptional durability, these guides offer great economy in the fact that they need not be discarded as the file grows. Additional guides and a larger set of index inserts are all that are required for unlimited expansion.



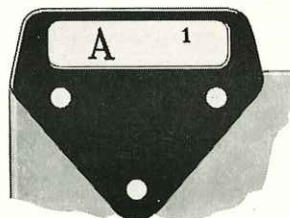
### PLAIN TAB

These are made of either pressboard or manila stock. May be had blank, or with indexing printed directly on the tab. They are recommended only for use where filing is very light, or when great economy is required.



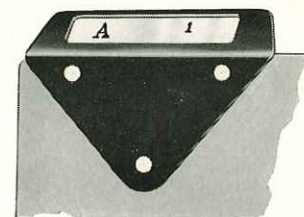
### FLAT CELLULOIDED TAB

Made of pressboard, with indexing printed on the guide tab. Celluloid covering, which is cemented in place, protects tab against soiling and other damage, extends onto body of guide to give extra strength.



### FLAT METAL TAB

Sturdy tabs of metal finished in black enamel are eyeleted to pressboard guides. Large opening for indexing. Indexed sets have labels already inserted. Clear or colored celluloid inserts to protect label are included.



### SLANTED METAL TAB

These pressboard guides are identical with the flat metal tab guides, except that tabs have been carefully slanted at a uniform angle of 45° so indexing can be easily read. Not carried in stock, but are furnished to order.

## STOCK USED FOR GUIDE BODIES

### PRESSBOARD

Strong, extra heavy 25-point stock having unusual toughness is used for most styles. A 20-point weight is also available in a few patterns. Color is an attractive shade of pearl gray that resists soil and finger marks. Rounded corners are easy to handle.

### MANILA

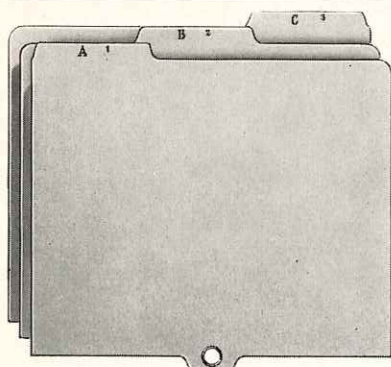
A high grade 18-point semi-bleached stock is used for guides for semi-active or inactive filing. This material is furnished only in the plain tab style.

## STANDARD ALPHABETIC SUBDIVISIONS

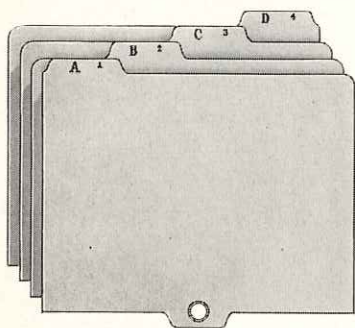
To select the correct subdivision, allow 20 to 25 guides per drawer, or one guide for every six or eight folders.

5 A-Z	240 A-Z
10 A-Z	320 A-Z
25 A-Z	480 A-Z
40 A-Z	720 A-Z
60 A-Z	1,000 A-Z
80 A-Z	1,500 A-Z
120 A-Z	2,000 A-Z
160 A-Z	3,000 A-Z





**1/3  
Cut**



**1/4  
Cut**

## GUIDES

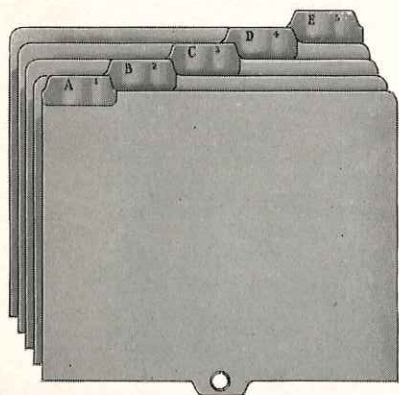
### FOR VERTICAL FILING

LETTER, LEGAL,  
BILL, LEDGER SIZES

	High	Wide
<b>Letter</b>		
Overall	*10½" x 11¾"	
Body	9½" x 11¾"	
<b>Legal</b>		
Overall	*10½" x 14⅞"	
Body	9½" x 14⅞"	
<b>Bill</b>		
Overall	*†8½" x 9¾"	
Body	†7½" x 9¾"	
<b>Ledger</b>		
Overall	*12" x 11"	
Body	11" x 11"	

\*Metal Tab Guides have ⅛" more overall height.

†Angular Celluloid Tab Guides in Bill size have an overall height of 8⅝" and body height of 7⅝".

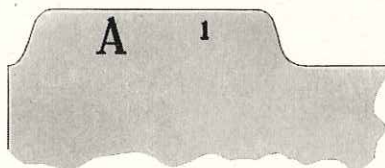


**1/5  
Cut**

#### STYLE

#### MATERIAL

##### PLAIN TAB

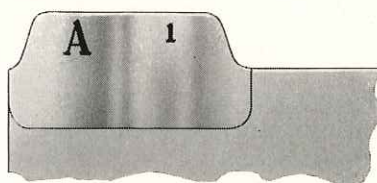


25-Pt. Pressboard

20-Pt. Pressboard

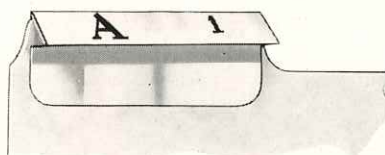
18-Pt. Manila

##### FLAT CELLULOIDED



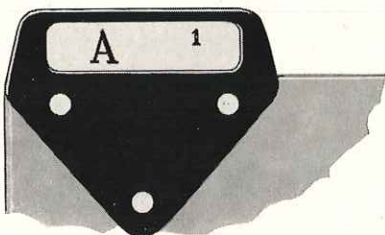
25-Pt. Pressboard

##### ANGULAR CELLULOID



25-Pt. Pressboard

##### FLAT METAL



25-Pt. Pressboard

**NOTE:** Slanted Metal Tabs are not carried in stock, but will be furnished to order at nominal charge.

20-Pt. Pressboard



STOCK NUMBER	SIZE	TAB CUT	INDEXING	OTHER DESCRIPTION
5515 5525 5504 531 5531 5532	Letter Legal Bill Ledger Letter Legal	$\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{3}$ $\frac{1}{3}$	25 to 3,000 A-Z ; monthly ; daily ; state ; city and county* ; also blank.  25 to 3,000 A-Z ; blank. Blank only Blank	     Furnished to order ; not carried in stock.
5415 5425	Letter Legal	$\frac{1}{5}$ $\frac{1}{5}$	25 A-Z and blank.	
4515 4525 4504 4531 4532	Letter Legal Bill Letter Legal	$\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{3}$ $\frac{1}{3}$	25 to 3,000 A-Z ; monthly ; daily ; state ; city and county* ; also blank.  Blank only Blank	    Furnished to order ; not carried in stock.
5515-C 5525-C  531-C	Letter Legal  Ledger	$\frac{1}{5}$ $\frac{1}{5}$  $\frac{1}{4}$	25 to 3,000 A-Z ; monthly ; daily ; state ; city and county* .  25 to 3,000 A-Z.	Index tabs covered with celluloid: A-Z green ; monthly, yellow ; daily, blue ; state, orange.
8515 8525 8504  8531 5532	Letter Legal Bill  Letter Legal	$\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{4}$  $\frac{1}{3}$ $\frac{1}{3}$	25 to 3,000 A-Z ; monthly ; daily ; state ; city and county* ; also blank.  Same as above.	Carried in stock with green tabs. Orange, yellow, blue, and clear may be ordered at regular price. Blank guides include perforated strips of blank labels.  Carried in stock with clear tabs. Orange, yellow, blue, and green may be ordered at regular price. Blank inserts as above.
<div>All Angular Celluloid Tabs <math>\frac{3}{8}</math>" high :</div> <div><div><math>\frac{1}{5}</math> cut Letter size <math>\frac{1}{4}</math> cut Bill size <math>\frac{1}{5}</math> cut Legal size <math>\frac{1}{3}</math> cut Letter size <math>\frac{1}{3}</math> cut Legal size</div><div>} 2<math>\frac{1}{8}</math>" wide } 2<math>\frac{5}{8}</math>" wide } 3<math>\frac{3}{4}</math>" wide } 4" wide</div></div>				
5515-M 5525-M  531-M  5531-M 5532-M  55152-M  55153-M	Letter Legal  Ledger  Letter Legal  Letter	$\frac{1}{5}$ $\frac{1}{5}$  $\frac{1}{4}$  $\frac{1}{3}$ $\frac{1}{3}$  $\frac{1}{5}$	25 to 3,000 A-Z ; monthly ; daily ; state ; city and county* ; also blank.  25 to 3,000 A-Z ; blank.  Blank and indexed to order.  25 to 3,000 A-Z ; also blank.  5, 10, 25 A-Z Jan.-Dec. 1-31, Daily States Special Name	A-Z sets and blank furnished with clear celluloid inserts ; monthly, orange ; daily, blue ; states, red.  Clear celluloid inserts and blank labels included.  Metal tabs in first two positions only of $\frac{1}{5}$ cut. Equipped with yellow celluloid inserts. Blank guides include perforated strips of blank labels. Auxiliary guides. Metal tabs in third position of $\frac{1}{5}$ cut. Clear celluloid inserts. Clear celluloid inserts. Blue celluloid inserts. Clear celluloid inserts. Orange celluloid inserts. Also include blank labels for typing.
5415-M	Letter	$\frac{1}{5}$	25 A-Z ; blank.  <div>All metal tabs have label space <math>\frac{7}{16}</math>" high :</div> <div><div><math>\frac{1}{5}</math> cut Letter size <math>\frac{1}{4}</math> cut Bill size</div><div>} 1<math>\frac{3}{4}</math>" wide</div><div><math>\frac{1}{5}</math> cut Legal size <math>\frac{1}{4}</math> cut Ledger size</div><div>} 2<math>\frac{9}{16}</math>" wide</div><div><math>\frac{1}{3}</math> cut Letter size <math>\frac{1}{3}</math> cut Legal size</div><div>} 3<math>\frac{1}{2}</math>" wide</div></div> *For number of counties, and cities in various population groups in each state, see tabulation page 30.	



# For Greater Economy and Service . . .

## CHOOSE FOLDER STOCK ACCORDING TO YOUR NEEDS

Globe-Wernicke folders are available in: Tuftear manila, Vanguard manila, Kraft, pressboard, and Nearleather. In manila and Kraft, you have a choice of three different weights or thicknesses. It is important from the viewpoints of both satisfaction and economy, that you make your selection carefully and with due consideration of the purpose to be served and the amount of handling to which the folder will be subjected.

All manila, Kraft, and Nearleather folders offered in this catalog, have rounded corners which help to protect the hands in filing, and increase the life of the folder by preventing worn or dog-eared edges. The front leaf is scored above the bottom fold. As the bulk of the contents grows, folders should be creased along these lines to permit expansion without buckling, and to insure folders setting solidly upright in the file drawer.

### TUFTEAR MANILA (Catalog pages 12-15)

Tuftear folders are made of long-fiber, semi-bleached stock, so cut that the grain runs from top to bottom of the folder. This assures a minimum of buckling when the folder is filled, and enables it to stand upright in the file. The stock is of top quality, and resists drying and cracking as it is relatively unaffected by atmospheric changes. Its smooth, hard finish affords a good writing surface.

This stock, all of which must meet the above specifications, comes in three thicknesses or weights. Weight is measured in "points," and each point represents 1/1000 of an inch in thickness:

- 8 points thick—medium weight
- 11 points thick—heavy weight
- 14 points thick—extra heavy weight

If filing is to be light, and handling infrequent, the medium weight (8 points thick) is recommended. For average filing, 11 points (heavy weight) folders are advisable. If filing is very active and folders are subjected to considerable handling, the extra heavy weight (14 points) will give better service and prove more economical in the long run.

### KRAFT (Catalog pages 12-15)

Exceptional wearing qualities and a rich natural tint that resists soil and fingermarking, are the special advantages of Globe-Wernicke Kraft folders. They compare favorably with any other folders of similar weights, and come in one thickness—11 points, heavy weight, for average duty.

For best results with Tuftear manila, Vanguard manila, Kraft, plain tab pressboard, and plain tab Nearleather folders, the use of FANFOLD GUMMED FOLDER LABELS (page 16) for title-indexing is advised, as they give neater appearance, more legible indexing, and permit re-use of the folder or file pocket.

### PRESSBOARD (Catalog pages 18-19)

Pressboard folders are made of the same materials as pressboard guides—see page 7 of this catalog. They are 25 points thick, have a hard, smooth, pearl-gray surface, and exceptional rigidity. Even under the hardest kind of handling, they will give excellent service, and are admirably adapted for use as covers when it is desired to staple (or otherwise bind) together bulky material. They are available with plain, angular celluloid, or metal tabs.

### NEARLEATHER (Catalog pages 21-22)

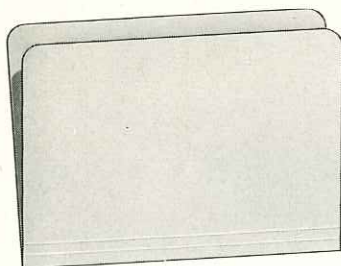
When a large quantity of papers must be kept together, or when anticipated usage is very heavy, folders or file pockets of red Nearleather are recommended. This material is fully described on page 26 of the Office Accessories Catalog. It is an extra tough paper product, having remarkable strength and durability. Pockets are expandable, with gusseted sides and bottom, and several styles have reinforced construction for even greater strength. Folders and file pockets may be had with either plain or angular celluloid tabs.

### VANGUARD MANILA (Catalog pages 12-15)

Vanguard folders are a high-grade product with exceptional wearing qualities that provide both satisfaction and economy. They are made of long fiber, eleven-point, heavy weight, semi-bleached manila stock in letter and legal sizes. Folders come with single tabs in all popular tab styles.

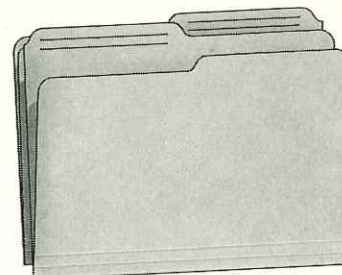


# STANDARD STYLES OF TABBING

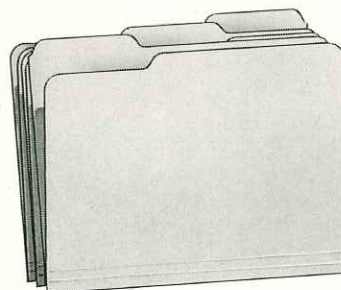


**Straight Edge**—Tab runs full width of back leaf of folder. Useful when long titles or extensive data must be entered.

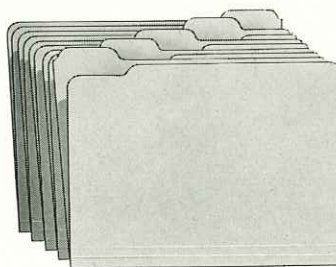
The tab positions shown here are accepted as standard by the stationery industry. They serve all practical filing needs, and a style suitable for use in any of the established filing systems can be selected. Details of styles shown here are given on the next following pages.



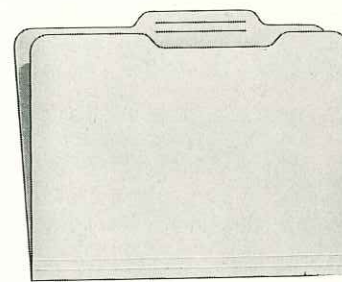
**One-Half Cut**—Tabs are cut half the width of back leaf; front leaf on single tab folders is undercut. Distributed positions.



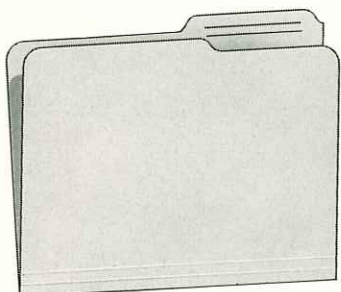
**One-Third Cut**—Each tab is one-third width of back leaf; front leaf undercut on single tab folders. Distributed three positions.



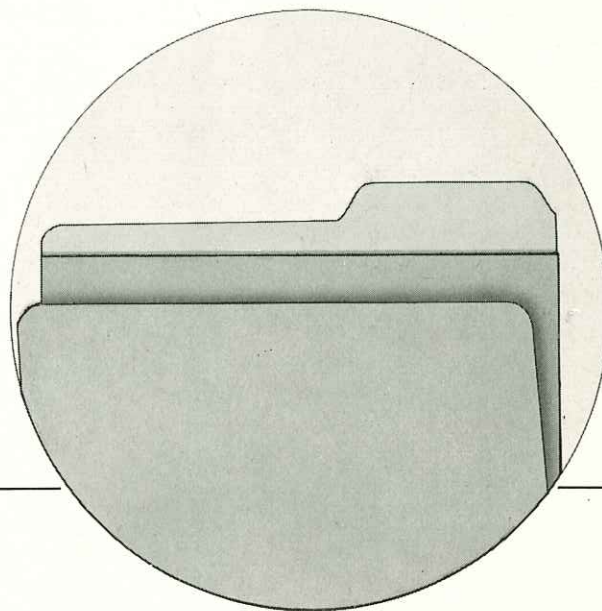
**One-Fifth Cut**—Tabs are one-fifth width of back leaf of folder; front leaf undercut on single tab folders. Distributed five positions.



**Two-Fifths Cut, Right-of-Center Position**—Used in various filing systems. Front leaf undercut in single tab style.



**Two-Fifths Cut, Extreme Right Position**—Comes in letter size only. Used in G/W Standard Filing Plan and other systems. Front leaf undercut in single tab style.



## OVERALL AND BODY SIZES

The following dimensions apply to all Tuftear and Kraft folders having straight edge and one-half, one-third, and one-fifth cut tabs:

	High	Wide		High	Wide
Letter, Overall,	9½"	x 11¾"	Body,	9"	x 11¾"
Legal, Overall,	9½"	x 14¾"	Body,	9"	x 14¾"
Bill, Overall,	7½"	x 9¾"	Body,	7½"	x 9¾"

## DOUBLE TABS

As shown in circular inset, Globe-Wernicke Tuftear manila and Kraft folders are available with double tabs in medium and heavy weight stock. This provides extra rigidity in the tab and top edge of the folder and assures longer wear under hard usage. The extra thickness extends full width of the back leaf of the folder. Double tab folders are not undercut on the front leaf.



# MANILA and KRAFT FOLDERS

## • FOR VERTICAL FILING

LETTER

LEGAL

### BILL SIZES

Standard dimensions of straight edge,  $\frac{1}{2}$  cut, and  $\frac{1}{3}$  cut folders are as follows:

	High	Wide
<b>Letter</b>		
Overall	9 $\frac{1}{2}$ "	x 11 $\frac{3}{4}$ "
Body	9"	x 11 $\frac{3}{4}$ "

<b>Legal</b>		
Overall	9 $\frac{1}{2}$ "	x 14 $\frac{3}{4}$ "
Body	9"	x 14 $\frac{3}{4}$ "

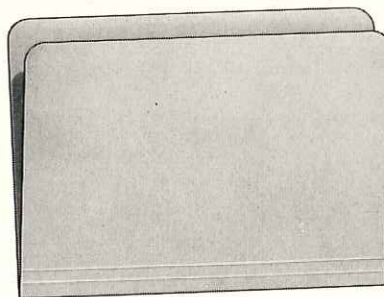
<b>Bill</b>		
Overall	7 $\frac{11}{16}$ "	x 9 $\frac{3}{4}$ "
Body	7 $\frac{3}{16}$ "	x 9 $\frac{3}{4}$ "

For pressboard folders and Nearleather folders and file pockets, see catalog pages 19, 21, and 22.

#### TAB STYLE

#### MATERIALS

### STRAIGHT EDGE

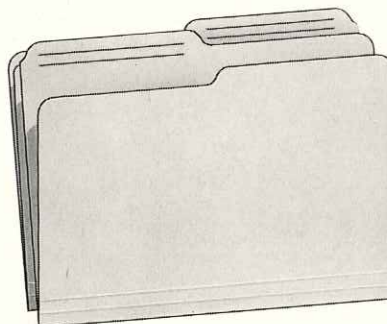


TUFTEAR  
MANILA

VANGUARD  
MANILA

KRAFT

### ONE-HALF CUT DISTRIBUTED

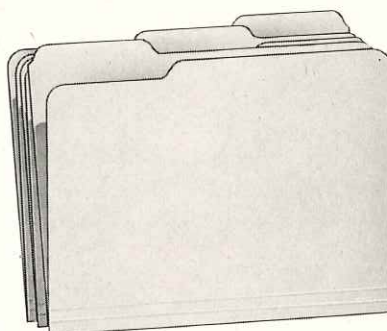


TUFTEAR  
MANILA

VANGUARD  
MANILA

KRAFT

### ONE-THIRD CUT DISTRIBUTED



TUFTEAR  
MANILA

VANGUARD  
MANILA

KRAFT



STOCK NUMBERS		TAB CUT	SIZE	WEIGHT	POINTS THICKNESS	OTHER DESCRIPTION
SINGLE TAB	DOUBLE TAB					
11	D-11	Straight Edge	Letter	Medium	8	All straight edge folders in single tab style have the back leaf $\frac{1}{2}$ inch higher than front leaf—allows full width of folder for indexing contents.
21	D-21		Letter	Heavy	11	
31	.....		Letter	Ex. Heavy	14	
12	D-12		Legal	Medium	8	
22	D-22		Legal	Heavy	11	
32	.....		Legal	Ex. Heavy	14	
721-1	.....	Straight Edge	Letter	Heavy	11	
722-1	.....		Legal	Heavy	11	
K-21	DK-21	Straight Edge	Letter	Heavy	11	<p><b>U. S. Patent Office</b></p> <p>AUG 19 1955</p> <p><b>Design Division</b></p> <p>Single tab style has front leaf undercut as shown in illustration. Double tab style is not undercut.</p>
K-22	DK-22		Legal	Heavy	11	
11- $\frac{1}{2}$	D-11- $\frac{1}{2}$	One-Half	Letter	Medium	8	
21- $\frac{1}{2}$	D-21- $\frac{1}{2}$		Letter	Heavy	11	
31- $\frac{1}{2}$	.....		Letter	Ex. Heavy	14	
12- $\frac{1}{2}$	D-12- $\frac{1}{2}$		Legal	Medium	8	
22- $\frac{1}{2}$	D-22- $\frac{1}{2}$		Legal	Heavy	11	
32- $\frac{1}{2}$	.....		Legal	Ex. Heavy	14	
20- $\frac{1}{2}$	.....		Bill	Heavy	11	
721-2	.....	One-Half	Letter	Heavy	11	
722-2	.....		Legal	Heavy	11	
K-21- $\frac{1}{2}$	DK-21- $\frac{1}{2}$	One-Half	Letter	Heavy	11	<p><b>U. S. Patent Office</b></p> <p>AUG 19 1955</p> <p><b>Design Division</b></p> <p>Single tab style has front leaf undercut as shown in illustration. Double tab style is not undercut.</p>
K-22- $\frac{1}{2}$	DK-22- $\frac{1}{2}$		Legal	Heavy	11	
11- $\frac{1}{3}$	D-11- $\frac{1}{3}$	One-Third	Letter	Medium	8	
21- $\frac{1}{3}$	D-21- $\frac{1}{3}$		Letter	Heavy	11	
31- $\frac{1}{3}$	.....		Letter	Ex. Heavy	14	
22- $\frac{1}{3}$	D-22- $\frac{1}{3}$		Legal	Heavy	11	
32- $\frac{1}{3}$	.....		Legal	Ex. Heavy	14	
721-3	.....	One-Third	Letter	Heavy	11	<p><b>U. S. Patent Office</b></p> <p>AUG 19 1955</p> <p><b>Design Division</b></p> <p>Single tab style has front leaf undercut as shown in illustration. Double tab style is not undercut.</p>
722-3	.....		Legal	Heavy	11	
K-21- $\frac{1}{3}$	DK-21- $\frac{1}{3}$	One-Third	Letter	Heavy	11	
K-22- $\frac{1}{3}$	DK-22- $\frac{1}{3}$		Legal	Heavy	11	



# MANILA and KRAFT FOLDERS

## FOR VERTICAL FILING

(Continued)

All  $\frac{1}{5}$  cut folders have the following dimensions:

	High	Wide
<b>Letter</b>		
Overall	9½" x 11¾"	
Body	9" x 11¾"	

<b>Legal</b>		
Overall	9½" x 14¾"	
Body	9" x 14¾"	

All  $\frac{2}{5}$  cut folders have the following dimensions:

	High	Wide
<b>Letter</b>		
Overall	10" x 11¾"	
Body	9½" x 11¾"	

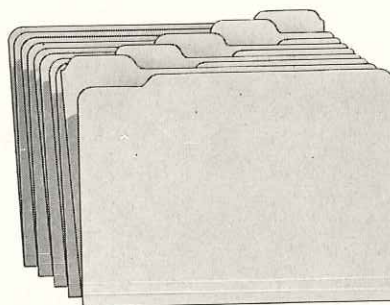
<b>Legal</b>		
Overall	10" x 14¾"	
Body	9½" x 14¾"	

For pressboard folders and Nearleather folders and file pockets, see catalog pages 19, 21, and 22.

### TAB STYLE

### MATERIAL

#### ONE-FIFTH CUT DISTRIBUTED

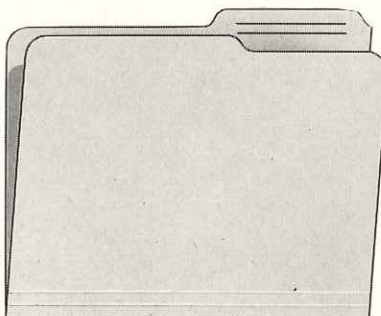


TUFTEAR  
MANILA

VANGUARD  
MANILA

KRAFT

#### TWO-FIFTHS CUT EXTREME RIGHT POSITION

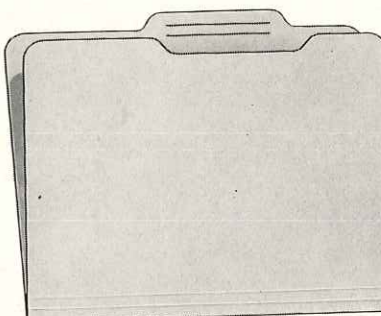


TUFTEAR  
MANILA

VANGUARD  
MANILA

KRAFT

#### TWO-FIFTHS CUT RIGHT-OF-CENTER POSITION



TUFTEAR  
MANILA

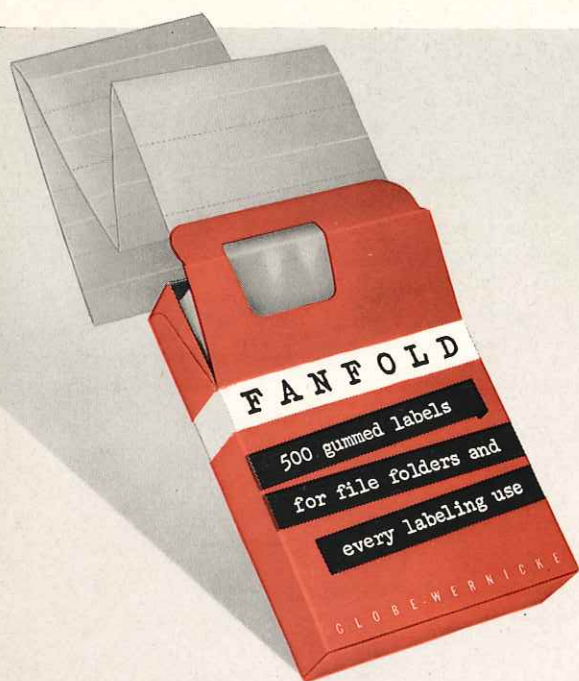
VANGUARD  
MANILA

KRAFT



STOCK NUMBERS SINGLE TAB      DOUBLE TAB		TAB CUT	SIZE	WEIGHT	POINTS THICKNESS	OTHER DESCRIPTION
11- $\frac{1}{8}$	D-11- $\frac{1}{8}$	One-Fifth Cut Distributed	Letter	Medium	8	Single tab folders have front leaf undercut; double tab folders are not undercut.  <i>Red tabs.</i> Blank, and indexed A to Z, daily, and monthly.
21- $\frac{1}{8}$	D-21- $\frac{1}{8}$		Letter	Heavy	11	
31- $\frac{1}{8}$	.....		Letter	Ex. Heavy	14	
22 $\frac{1}{2}$	D-22- $\frac{1}{8}$		Legal	Heavy	11	
3415	.....		Letter	Ex. Heavy	14	
3425	.....		Legal	Ex. Heavy	14	
721-5	.....	One-Fifth Cut Distributed	Letter	Heavy	11	
722-5	.....		Legal	Heavy	11	
K-21- $\frac{1}{8}$	DK-21- $\frac{1}{8}$	One-Fifth Cut Distributed	Letter	Heavy	11	
K-22- $\frac{1}{8}$	DK-22- $\frac{1}{8}$		Legal	Heavy	11	
21- $\frac{3}{8}$ -1	D-21- $\frac{3}{8}$ -1	Two-Fifths Cut Extreme Right Position	Letter	Heavy	11	
22- $\frac{3}{8}$ -1	.....		Legal	Heavy	11	
721-6	.....	Two-Fifths Cut Extreme Right Position	Letter	Heavy	11	
722-6	.....		Legal	Heavy	11	
K-21- $\frac{3}{8}$ -1	DK-21- $\frac{3}{8}$ -1	Two-Fifths Cut Extreme Right Position	Letter	Heavy	11	
21- $\frac{3}{8}$ -2	D-21- $\frac{3}{8}$ -2	Two-Fifths Cut Right-of- Center Position	Letter	Heavy	11	
31- $\frac{3}{8}$ -2	.....		Letter	Ex. Heavy	14	
721-252	.....	Two-Fifths Cut Right-of- Center Position	Letter	Heavy	11	This style of tabbing may be used in various systems.
K-21- $\frac{3}{8}$ -2	DK-21- $\frac{3}{8}$ -2	Two-Fifths Cut Right-of- Center Position	Letter	Heavy	11	





## FANFOLD GUMMED FOLDER LABELS

G/W Fanfold Gummed Labels—the best buy for every labeling purpose—are made of high quality bond paper that takes erasures well. Labels have extra large writing area ( $3\frac{3}{4}'' \times 1\frac{1}{8}''$  flat or  $3\frac{3}{4}'' \times 1\frac{1}{16}''$  folded); have a strong-grip adhesive coating on the back; are packed in a continuous strip of 500 so that any quantity can be typed continuously and with uniform margin.

Besides their familiar use in indexing file folders, Fanfold Labels are ideal for every home and office labeling need—for labeling supply drawers and shelves, home canned foods, cleaners' bags, boxes, packages to be stored, and for use in mailing list addressing.

### Different Colors For Flash Finding

You can speed up filing and finding by using different colors of Fanfold Labels to indicate various classifications. This color identification method is the fastest and most accurate means of locating filed materials.

Always use typed Fanfold Labels on file folders. They are neater, easier to read, strengthen the tab, and permit re-use.

### Unique Dispenser Serves Practical Purpose

A distinct innovation in packaging is the new colorful container for the famous Fanfold Labels. It combines an attractive display carton and a practical packer that facilitates handling in the store and in actual use. This packer has a cellophane window to permit instant identification of the color of labels in the box. Its unique construction enables the user to feed labels directly into the typewriter in a

continuous strip, while the unused supply remains clean and orderly in the packer.

**Stock No. 28**—Individual box containing 500 labels of one color. Choice of 9 colors: blue, buff, canary, cherry, goldenrod, green, pink, salmon or white.

NOW IN HANDY-TO-USE  
CONTAINER



Lift up window end of packer and pull out free end of label strip. Insert strip in typewriter and type as many labels as desired, feeding them continuously, direct from packer. When finished, refold strip and slip it back into packer. Window end permits instant identification of contents.

THE GLOBE-WERNICKE CO.



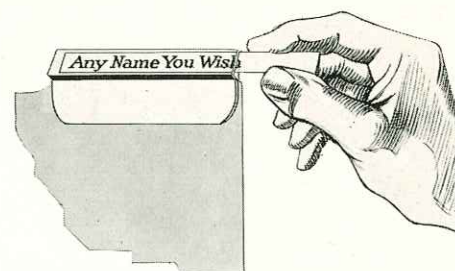
# EXTRA LABEL INSERTS FOR ANGULAR CELLULOID & METAL TABS

A quantity of blank or printed label inserts is always included with the purchase of angular celluloid or metal tab supplies. If, however, *additional* inserts are desired, they may be bought separately as shown here.

Labels are furnished blank or in the following sets:

5 to 3,000 A to Z; monthly (January to December); daily (1 to 31); weekly (Monday to Sunday); States (53 labels including territorial possessions); city and county (see chart on page 30).

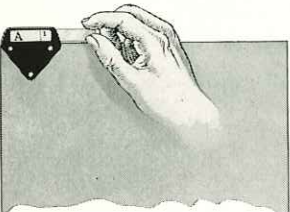
For metal tabs, clear and colored celluloid inserts are also available. They protect the label and permit color identification of filing classifications.



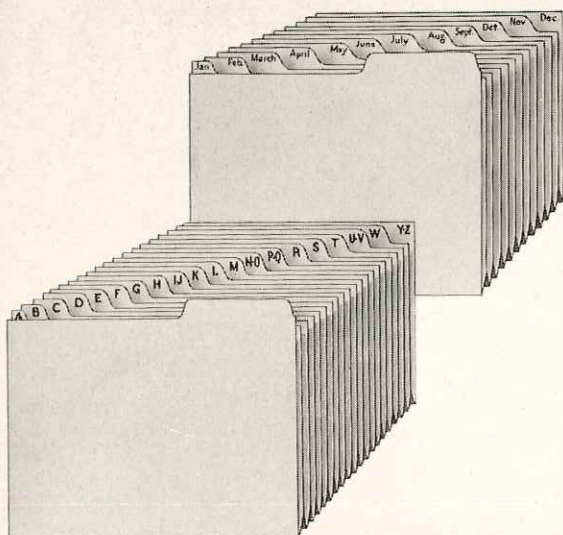
## PLAIN AND PRINTED PAPER LABELS FOR ANGULAR CELLULOID TABS

For Vertical File Guides (Stock No.)	For Folders (Stock No.)	For File Pockets (Stock No.)	For Card Index Guides (Stock No.)	For Check & Doc. Files (Stock No.)	Size of Label Area and Other Description	Stock Number
	8304 8315 8325	8514-C-5	8035 8046 8058 8069 8355 8465 8585 8695	8003 8106 8116	Label area $\frac{1}{4}$ "x2 $\frac{3}{4}$ " Furnished in white only. Blank or printed.	Label AT-14
8504 8515 8525 8771 85152 85153	8615 8616		9535 9546 9558 9585		Label area $\frac{3}{8}$ "x2 $\frac{3}{4}$ " Furnished in white only. Blank or printed.	Label AT-38
	8313 8323	8514-C 8514-C-3 8516-C 8524-E 8526-E			Label area $\frac{1}{4}$ "x4" Blank only. White, buff, blue, or salmon. Specify color, otherwise white is furnished.	Label AT-144
8531					Label area $\frac{3}{8}$ "x3 $\frac{3}{4}$ " White only; blank or printed.	Label AT-383
8532					Label area $\frac{3}{8}$ "x4" White only; blank or printed.	Label AT-384

## PLAIN AND PRINTED PAPER LABELS AND CELLULOID INSERTS FOR METAL TABS

	For Vertical File Guides (Stock No.)	For Folders (Stock No.)	For Card Index Guide (Stock No.)	Size of Label Area and Other Description	Stock Number
 <p>All label inserts come in strips. Perforated for easy separation; scored for fold to fit tab.</p> <p>Clear or colored celluloid inserts keep labels clean, aid in filing and finding.</p>			3-PM 3-PM-0 3-PM-12 3-PM-31 3-PM-53 4-PM 4-PM-0 4-PM-31 5-PM 5-PM-0 5-PM-31	Size of window: $\frac{3}{8}$ "x1 $\frac{1}{4}$ " White inserts, blank or printed.  Celluloid inserts in green, orange, red, blue, and clear.	Label PL-1 Celluloid Insert CP-1
	531-M* 5415-M 55152-M 55153-M 5525-M*	617 618*	4-PM-12 4-PM-53 5-PM-12* 5-PM-53*	Size of window: $\frac{7}{16}$ "x1 $\frac{3}{4}$ " Items marked * have window $\frac{7}{16}$ "x2 $\frac{9}{16}$ ". White inserts, blank or printed. Celluloid inserts in green, orange, red, blue, and clear.	Label PL-23 Celluloid Insert CP-23
	5531-M 5532-M			Size of window: $\frac{7}{16}$ "x3 $\frac{1}{2}$ " White inserts, blank or printed. Celluloid inserts in green, orange, red, blue, and clear.	Label PL-4 Celluloid Insert CP-4



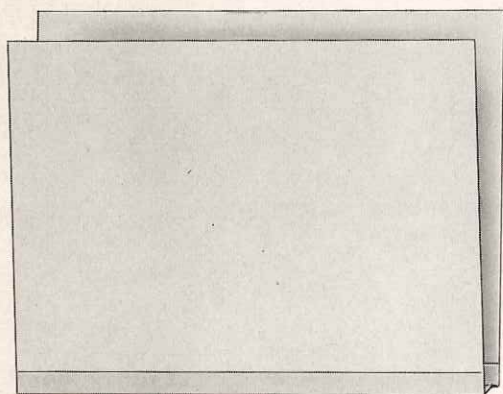


## EXPANDING COMPARTMENT FOLDERS

*Tuftear Manila . . . Gusset Bottom . . . Open Ends*

Handy for sorting papers at the desk, or may be used in standard letter and legal size cabinets. Comes in two styles, alphabetic (with 20 compartments indexed A to Z), and monthly (with 12 compartments indexed January to December). Front and back leaves are made of 14 point, inside leaves of 8 point. Tuftear folder stock. Front leaf has  $\frac{3}{8}$  cut tab in extreme right position, on which name, subject, or other filing classification may be entered. Bottom gusset, reinforced with manila, provides  $1\frac{1}{2}$ " expansion between compartments.

Stock No.	Size	Indexing	Dimensions	
			Overall	Body
671	Letter	A-Z	9 $\frac{7}{8}$ "x11 $\frac{3}{4}$ "	9 $\frac{1}{8}$ "x11 $\frac{3}{4}$ "
672	Legal	A-Z	9 $\frac{7}{8}$ "x14 $\frac{7}{8}$ "	9 $\frac{1}{8}$ "x14 $\frac{7}{8}$ "
351	Letter	Months	9 $\frac{7}{8}$ "x11 $\frac{3}{4}$ "	9 $\frac{1}{8}$ "x11 $\frac{3}{4}$ "



## PRESSBOARD EXPANDING FOLDERS

### PLAIN TAB

*For Heavy Duty and Bulky Records*

Made of 25 point gray pressboard, these folders will stay trim and neat even with exceptionally heavy handling. Bottom gusset has two thicknesses of sturdy cloth, permits expansion up to 1". This style is regularly carried in stock with straight edge, can be supplied as needed with  $\frac{1}{2}$ ",  $\frac{1}{3}$ ", or  $\frac{1}{4}$ " cut tabs.

Stock No.	Size	Tab Style	Dimensions	
			Overall	Body
615	Letter	Straight	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "	9"x11 $\frac{3}{4}$ "
616	Legal	Straight	9 $\frac{1}{2}$ "x14 $\frac{3}{8}$ "	9"x14 $\frac{3}{8}$ "
615 $\frac{1}{2}$	Letter	$\frac{1}{2}$ cut	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "	9"x11 $\frac{3}{4}$ "
616 $\frac{1}{2}$	Legal	$\frac{1}{2}$ cut	9 $\frac{1}{2}$ "x14 $\frac{3}{8}$ "	9"x14 $\frac{3}{8}$ "
615 $\frac{1}{3}$	Letter	$\frac{1}{3}$ cut	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "	9"x11 $\frac{3}{4}$ "
616 $\frac{1}{3}$	Legal	$\frac{1}{3}$ cut	9 $\frac{1}{2}$ "x14 $\frac{3}{8}$ "	9"x14 $\frac{3}{8}$ "
615 $\frac{1}{4}$	Letter	$\frac{1}{4}$ cut	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "	9"x11 $\frac{3}{4}$ "
616 $\frac{1}{4}$	Legal	$\frac{1}{4}$ cut	9 $\frac{1}{2}$ "x14 $\frac{3}{8}$ "	9"x14 $\frac{3}{8}$ "

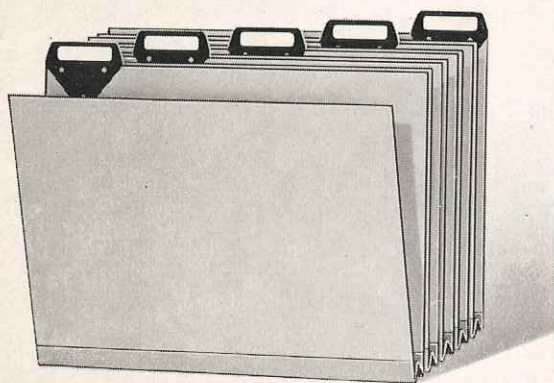
## PRESSBOARD EXPANDING FOLDERS

### METAL TAB

*Excellent for Material That Must be Kept Indefinitely in the Active File*

The 25 point gray pressboard body assures long wear. Bottom gusset has double thickness of durable cloth, permits expansion up to 1". Metal tabs are in  $\frac{1}{8}$ " cut distributed positions. Orange celluloid label protector inserts and a generous supply of blank labels in perforated strips are included. Label space on letter six is  $\frac{7}{16}$ "x1 $\frac{3}{4}$ "; on legal size  $\frac{7}{16}$ "x2 $\frac{9}{16}$ ". If desired, tabs can be furnished slanted at a 45° angle, for a nominal charge.

Stock No.	Size	Dimensions	
		Overall	Body
617	Letter	10 $\frac{1}{8}$ "x11 $\frac{3}{4}$ "	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "
618	Legal	10 $\frac{1}{8}$ "x14 $\frac{3}{8}$ "	9 $\frac{1}{2}$ "x14 $\frac{3}{8}$ "





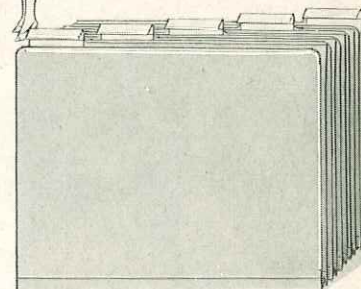
## PRESSBOARD EXPANDING FOLDERS WITH ANGULAR CELLULOID TABS

Exclusive Globe-Wernicke features incorporated in the angular celluloid tab make these folders ideal for heavy duty. Folder body extends up into the tab for extra strength, and tab is firmly cemented. Entire tab face may be used for indexing, and the 45° angle at which it is slanted gives instant visibility when the drawer is opened. Folders are made of 25 point gray pressboard; cloth gusset at bottom gives expansion up to 1". Tabs are clear celluloid, in  $\frac{1}{5}$  or  $\frac{1}{3}$  cut distributed positions. Orange, yellow, blue, or green tabs can be furnished to order at regular prices. A supply of blank labels in perforated strips is included.

Stock No.	Size	Tab Cut	Label Space	Dimensions	
				Overall	Body
8615	Letter	$\frac{1}{5}$	$\frac{3}{8}$ "x2 $\frac{1}{8}$ "	10"x11 $\frac{3}{4}$ "	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "
8616	Legal	$\frac{1}{5}$	$\frac{3}{8}$ "x2 $\frac{3}{8}$ "	10"x14 $\frac{7}{8}$ "	9 $\frac{1}{2}$ "x14 $\frac{3}{4}$ "
86153	Letter	$\frac{1}{3}$	$\frac{3}{8}$ "x3 $\frac{3}{4}$ "	10"x11 $\frac{3}{4}$ "	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "
86163	Legal	$\frac{1}{3}$	$\frac{3}{8}$ "x4"	10"x14 $\frac{7}{8}$ "	9 $\frac{1}{2}$ "x14 $\frac{3}{4}$ "



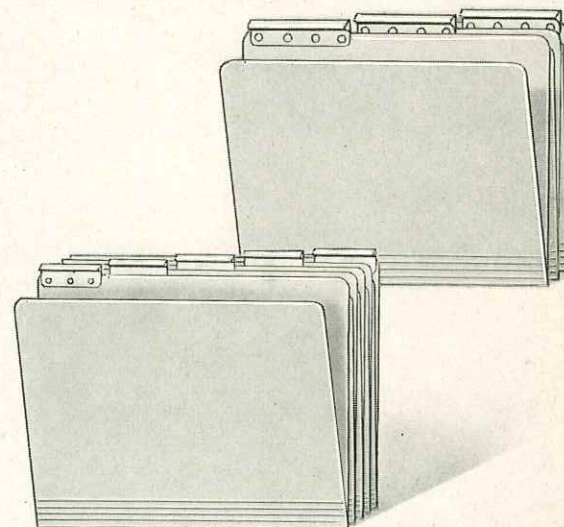
Easy to find, even in the bottom file drawer.



## UNBLEACHED KRAFT FOLDERS WITH ANGULAR CELLULOID TABS

Made of extra heavy 18 point unbleached Kraft stock, these folders have angular tabs of clear celluloid securely eyeleted to the folder body. Orange, yellow, blue, or green tabs may be ordered at regular prices. A quantity of blank labels in perforated strips is included. Front leaf of folder is scored four times above the bottom fold to permit expansion up to 1". Many users keep these folders permanently in active files, buy light weight manila or Kraft folders for inactive transfer files.

Stock No.	Size	Tab Cut	Label Space	Dimensions	
				Overall	Body
8315	Letter	$\frac{1}{5}$	$\frac{1}{4}$ "x2 $\frac{3}{8}$ "	9 $\frac{7}{8}$ "x11 $\frac{3}{4}$ "	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "
8325	Legal	$\frac{1}{5}$	$\frac{1}{4}$ "x2 $\frac{3}{8}$ "	9 $\frac{7}{8}$ "x14 $\frac{7}{8}$ "	9 $\frac{1}{2}$ "x14 $\frac{3}{4}$ "
8313	Letter	$\frac{1}{3}$	$\frac{1}{4}$ "x3 $\frac{3}{4}$ "	9 $\frac{7}{8}$ "x11 $\frac{3}{4}$ "	9 $\frac{1}{2}$ "x11 $\frac{3}{4}$ "
8323	Legal	$\frac{1}{3}$	$\frac{1}{4}$ "x4"	9 $\frac{7}{8}$ "x14 $\frac{7}{8}$ "	9 $\frac{1}{2}$ "x14 $\frac{3}{4}$ "
8304	Bill	$\frac{1}{4}$	$\frac{1}{4}$ "x2 $\frac{3}{8}$ "	7 $\frac{7}{8}$ "x 9 $\frac{3}{4}$ "	7 $\frac{1}{2}$ "x 9 $\frac{3}{4}$ "



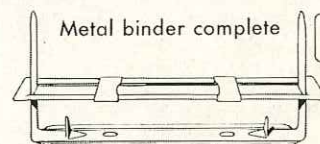
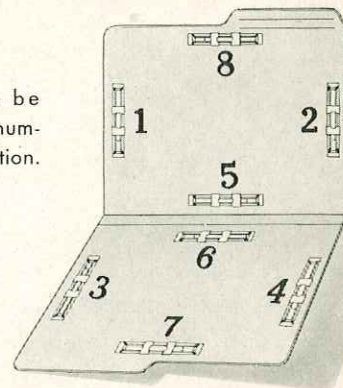
## METAL BINDERS & COMPRESSORS

*Keep Papers Compact and Neat in Folders*

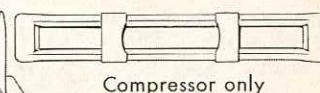
Any manila, Kraft, pressboard, or Nearleather folders can be supplied with perforations for easy installation of these binders which keep contents neat, compact, prevent accidental removal of individual papers. Binders are available with 1" or 2" prongs. Can be used without compressors, but results are much more satisfactory when compressors are used. Price for perforating folders for metal binders will be submitted on request. If folders are to be punched at the factory, order should specify position as shown on chart at right.

Stock No.	Item
112-L	1" prong binder & compressor complete
122-L	2" prong binder & compressor complete
34	Compressor only

If folders are to be punched, use these numbers to specify position.



Metal binder complete



Compressor only





## The STANDGUARD Packaged Filing Outfit

contains everything needed for one drawer of trouble-free filing . . .

Now you can have the well-known Globe-Wernicke Standguard Filing System already set up in a handsome green and black display package . . . ready to use.

No more guess work as to what folders and guides you need. The Standguard Filing Outfit comes complete with everything necessary for a smoothly operating filing system.

The guides are unusually attractive and exceptionally efficient. They're G/W's popular angular celluloid tab guides with a 45° reading angle for 100% visibility . . . Try this outfit for a one

drawer file . . . You'll be surprised how it speeds up filing and finding.

### STOCK No. 21 CD (Letter Size)

#### CONTENTS

- 1—Set 85152—25 A-Z Primary Guides—Yellow
- 1—Set 34152—25 A-Z Miscellaneous Folders—Red
- 100—No. 21-2/5-1 Individual Tuftear Manila Folders
- 250—No. 28 Fanfold Gummed Folder Labels—Green
- 2—No. 6221 Cross Reference Sheets
- 1—No. 6771 Out Folder
- 1—Instruction Sheet

*The above Standguard Filing material in legal size is, also, available, but is not packaged in a display carton.*

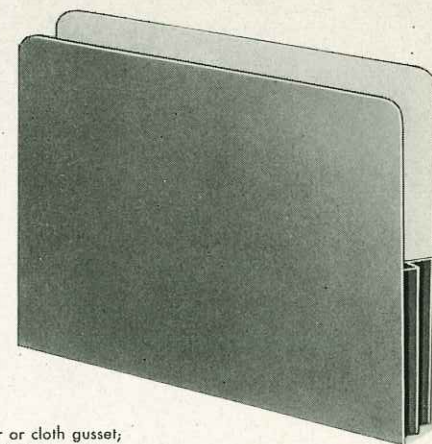


## NEARLEATHER FILE POCKETS

### *Expanding Style, Straight Edge, Nearleather or Cloth Gusset*

Exceptionally sturdy 5-piece construction makes them very desirable for important papers that are used continually. Great expansion permits keeping bulky materials together. Enclosed ends prevent papers from sliding out. Front leaf, scored half-way up, folds forward for easy access to contents.

Stock No.	Size	Gusset	Expansion	Overall Dimensions
1514-C	Letter	N'leath.	1¾"	9½"x11¾"
1516-C	Legal	N'leath.	1¾"	9½"x14⅞"
CG-1514-C	Letter	Cloth	1¾"	9½"x11¾"
CG-1516-C	Legal	Cloth	1¾"	9½"x14⅞"
1524-E	Letter	N'leath.	3½"	9½"x11¾"
1526-E	Legal	N'leath.	3½"	9½"x14⅞"
CG-1524-E	Letter	Cloth	3½"	9½"x11¾"
CG-1526-E	Legal	Cloth	3½"	9½"x14⅞"



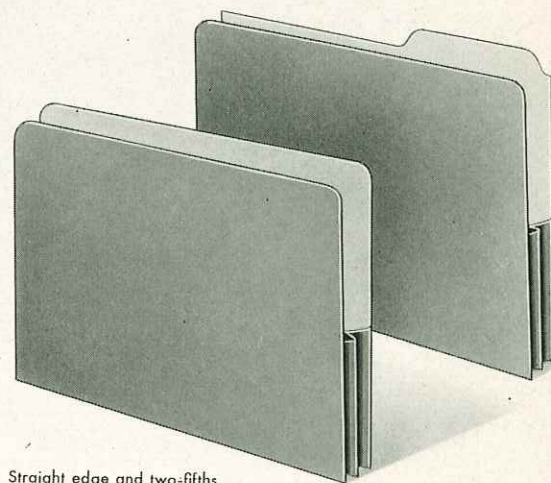
Nearleather or cloth gusset; 1¾" and 3½" expansion.

## NEARLEATHER FILE POCKETS

### *Expanding Style, Straight Edge or ⅔ Cut Tab*

Durable 2-piece construction provides back leaf with full-depth lining of Tuftear manila. Front is single thickness of Nearleather, scored so top half may be folded forward for easy access to contents. End gussets prevent papers from sliding out, keep bulky records compact and easy to handle. Expansion is 1¾". Available with straight edge, or ⅔ cut tab in extreme right position.

Stock No.	Size	Tab	Overall Dimensions
6014-L	Letter	Straight	9½"x11¾"
6016-L	Legal	Straight	9½"x14⅞"
T-6014-L	Letter	⅔ cut	9½"x11¾"
T-6016-L	Legal	⅔ cut	9½"x14⅞"



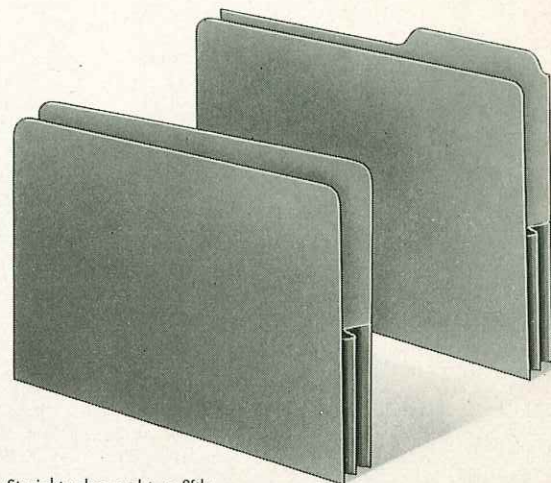
Straight edge and two-fifths cut; 1¾" expansion.

## NEARLEATHER FILE POCKETS

### *Expanding Style, Straight Edge or ⅔ Cut Tab*

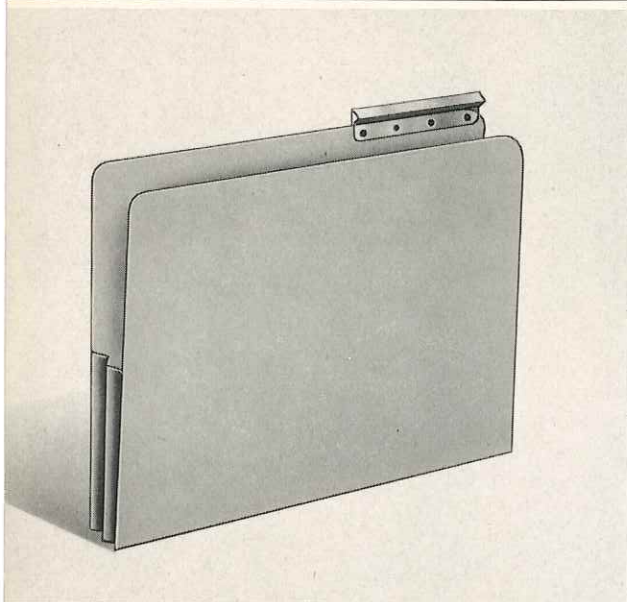
Made of a single thickness of 11 point Nearleather, these 1-piece pockets are inexpensive, light in weight, yet very sturdy. Front leaf is scored so that it can be folded forward for easy access to contents. It is recommended for ordinary usage when bulky material must be kept together. End gussets give 1¾" expansion, prevent papers from spilling out.

Stock No.	Size	Tab	Overall Dimensions
6014-R	Letter	Straight	9½"x11¾"
6016-R	Legal	Straight	9½"x14⅞"
T-6014-R	Letter	⅔ cut	9½"x11¾"
T-6016-R	Legal	⅔ cut	9½"x14⅞"



Straight edge and two-fifths cut; 1¾" expansion.



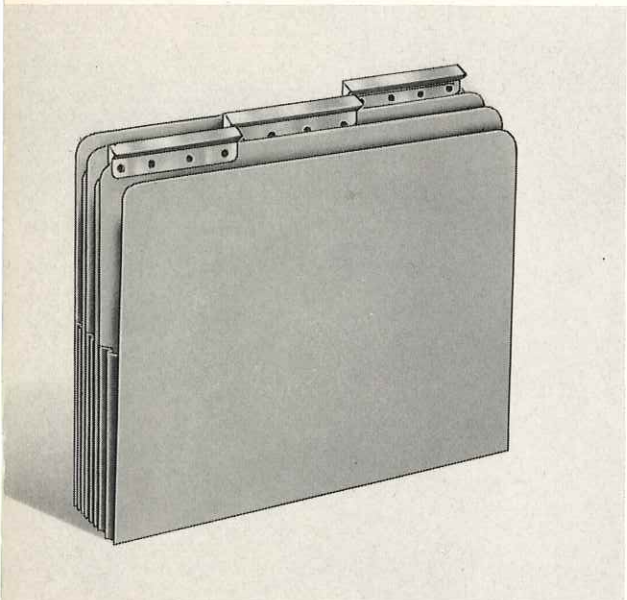


## NEARLEATHER FILE POCKETS WITH ANGULAR CELLULOID TABS

*$\frac{2}{5}$  Cut Right End Position— $1\frac{3}{4}$ " and  $3\frac{1}{2}$ " Expansion*

Five-piece construction of 11 point Nearleather assures long wear and useful service. Front and back leaves are double thick, side gussets cloth reinforced at top edge, tab is securely eyeleted to body of pocket. Extra long clear celluloid tab gives label space  $\frac{1}{4}$ "x4". A supply of white label inserts in perforated strips is included. If color effect is desired, blue, buff, or salmon inserts (AT-144, see page 17) may be ordered.

Stock No.	Size	Expansion	Overall Dimensions
8514-C	Letter	$1\frac{3}{4}$ "	$9\frac{3}{4}$ "x $11\frac{3}{4}$ "
8516-C	Legal	$1\frac{3}{4}$ "	$9\frac{3}{4}$ "x $14\frac{7}{8}$ "
8524-E	Letter	$3\frac{1}{2}$ "	$9\frac{3}{4}$ "x $11\frac{3}{4}$ "
8526-E	Legal	$3\frac{1}{2}$ "	$9\frac{3}{4}$ "x $14\frac{7}{8}$ "

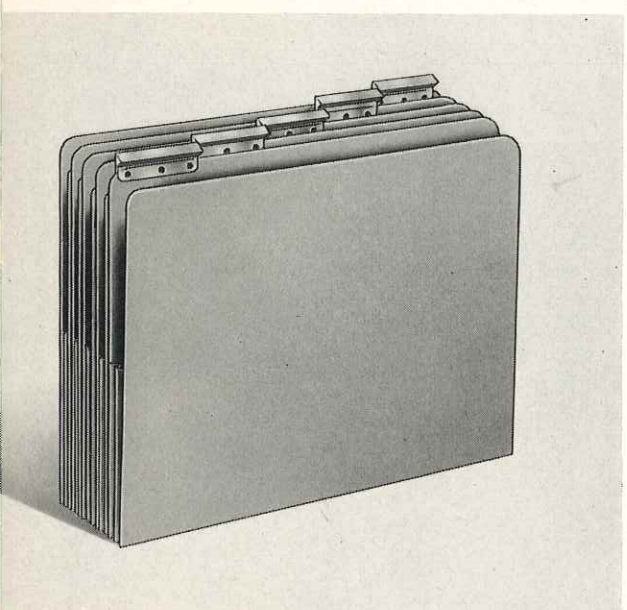


## NEARLEATHER FILE POCKETS WITH ANGULAR CELLULOID TABS

*$\frac{1}{3}$  Cut Distributed— $1\frac{3}{4}$ " Expansion*

Like the file pockets shown above, these also are made of 11 point Nearleather in 5-piece construction. Front and back leaves are double thick, side gussets cloth reinforced at top edge, and clear celluloid tabs are eyeleted to body of pocket. Label space of each tab is  $\frac{1}{4}$ "x $3\frac{7}{8}$ ". A supply of white label inserts in perforated strips is included. If color effect is desired, blue, buff, or salmon inserts (AT-144, see page 17) may be ordered. Selected tab positions furnished at small extra charge.

Stock No. 8514-C-3 Letter size ; overall dimensions,  $9\frac{3}{4}$ "x $11\frac{3}{4}$ "



## NEARLEATHER FILE POCKETS WITH ANGULAR CELLULOID TABS

*$\frac{1}{5}$  Cut Distributed— $1\frac{3}{4}$ " Expansion*

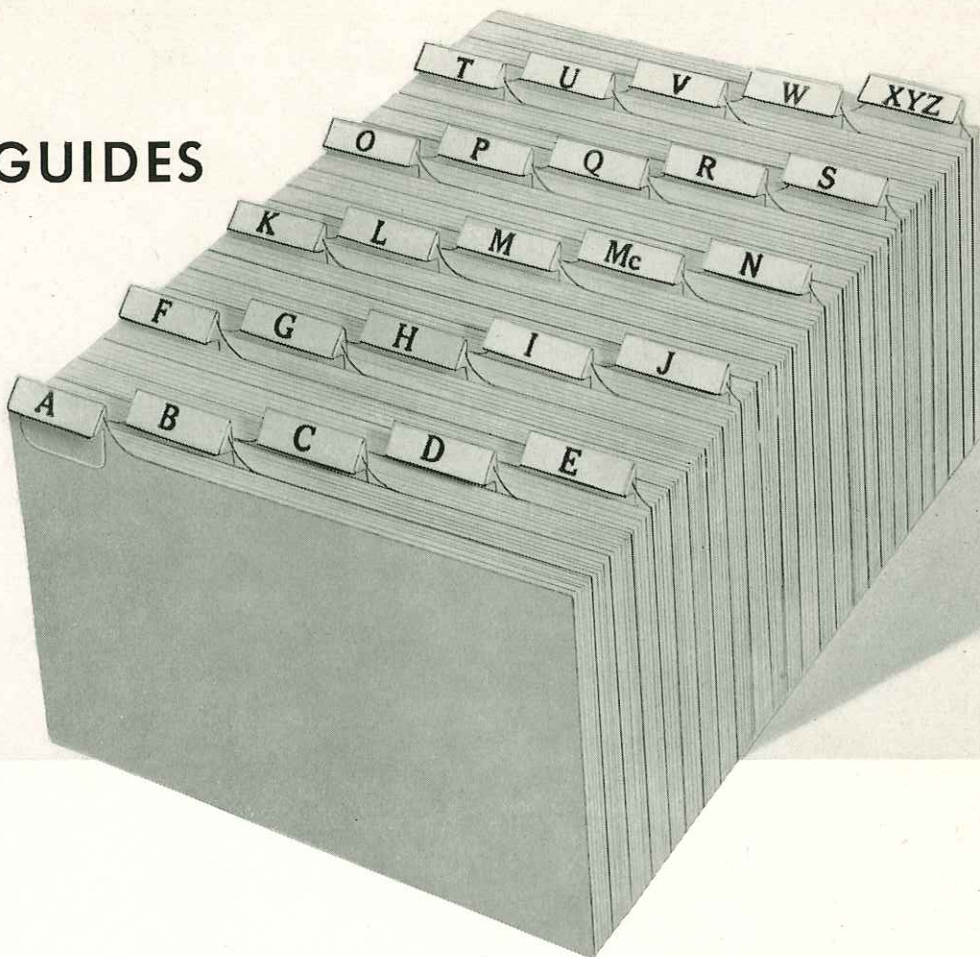
Five-piece construction of 11 point Nearleather. Front and back leaves are double thick, side gussets cloth-reinforced at top edge. Clear celluloid tabs are eyeleted to body of pocket. Label space is  $\frac{1}{4}$ "x $2\frac{7}{8}$ ". A supply of white label inserts in perforated strips is included. For additional white inserts order AT-14; if colors are desired, blue, buff, or salmon inserts AT-144 may be used. See page 17. Selected tab positions furnished at small extra charge.

Stock No. 8514-C-5 Letter size ; overall dimensions,  $9\frac{3}{4}$ "x $11\frac{3}{4}$ "



## CARD INDEX GUIDES

Globe-Wernicke guides fill every card index need. Illustrated at right are 25 A-Z Angular Celluloid Tab Card Index Guides. Sets up to 3000 A-Z available.



### Materials

Card index guides are made of two types of top quality materials: Commercial Index stock and pressboard. Commercial Index is an excellent grade of sulphite stock. It has a thickness of  $16\frac{1}{2}$  points, and comes in blue, buff, and salmon, with plain and celluloid tabs.

Pressboard guides are extra heavy, have a thickness of 25 points ( $25/1000''$ ), and come in pearl gray with a smooth hard finish. Used for plain, flat insertable and angular celluloid, and metal tab guides.

### Tab Styles

On the following pages are shown the various tab styles available for every type of indexing.

*Plain tab* style has indexing printed directly on the tab.

*Celluloided tab* has index printed on the tab which is then covered with clear celluloid. This covering is securely cemented in place and protects tab against soil and damage.

*Angular Celluloid* style has the tab formed of high grade celluloid and firmly cemented to the guide. The guide itself has a tab that extends almost to the top of the celluloid tab which is thereby greatly strengthened. This is an exclusive Globe-Wernicke feature. Face of tab is slanted at a  $45^\circ$  angle, is instantly visible when drawer or tray is opened.

*Metal tab* style has the tab eyeleted to the guide body. If desired, this tab can be slanted at a  $45^\circ$  angle; there is a nominal extra charge.

### Dimensions

These are always given in the following order: *height by width*. Thus  $5'' \times 8''$  means 5" high by 8" wide;  $8'' \times 5''$  means 8" high by 5" wide.

### Perforations

If rod perforation is desired, select the style from the diagram on page 41, and specify by letter on your order.

### How Many Guides?

For correct indexing, there should be a guide for approximately every 25 to 30 cards. For example, in setting up an alphabetic file these approximations may be followed:

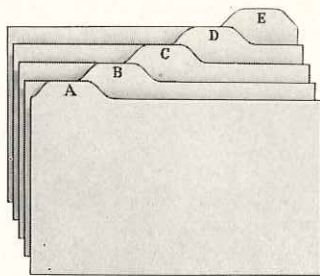
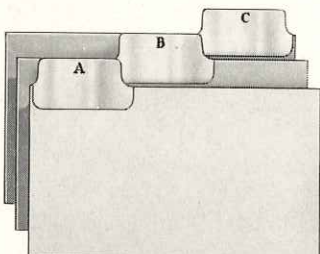
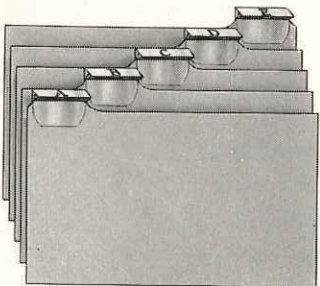
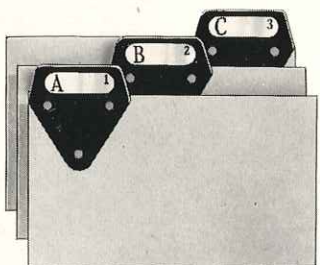
Up to 750 cards—	25 A-Z
750-1,200 "	— 40 A-Z
1,200-1,800 "	— 60 A-Z
1,800-2,400 "	— 80 A-Z
2,400-3,600 "	— 120 A-Z
3,600-4,800 "	— 160 A-Z
4,800-7,200 "	— 240 A-Z
7,200-9,600 "	— 320 A-Z
9,600-14,400 "	— 480 A-Z
14,400-21,600 "	— 720 A-Z
21,600-30,000 "	— 1000 A-Z

Sizes and styles on next page



## ALPHABETIC CARD INDEX GUIDES

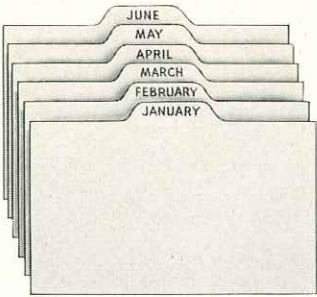
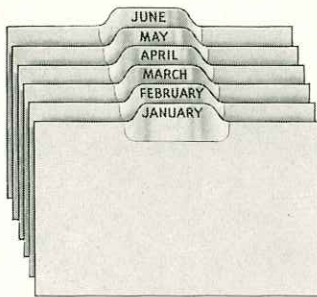
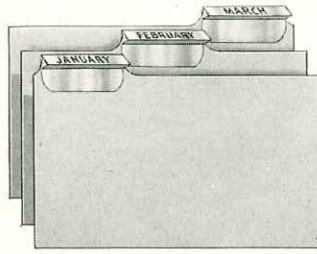
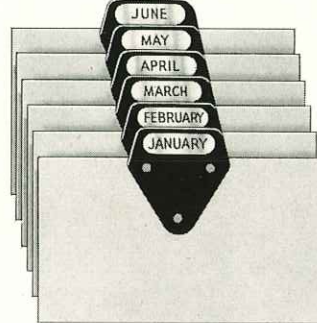
Unless otherwise noted in Tab Cut column, 10 and 25 A to Z sets have distributed tabs  $\frac{1}{5}$  cut; 40 to 3,000 A to Z sets have distributed tabs  $\frac{1}{3}$  cut.

TAB STYLE	MATERIALS	SIZE	TAB CUT	STOCK NO.
<b>PLAIN TAB</b> 	<b>Commercial Index</b> Buff regularly furnished; blue or salmon if specified.	3"x5" 4"x6" 5"x8" 6"x9" 8"x5" 3 1/2"x7 7/8" (For Employees' Withholding Form W-4; 25 A-Z)	10 and 25 A-Z, $\frac{1}{5}$ cut: 40-3,000 A-Z, $\frac{1}{3}$ cut	3-C 4-C 5-C 6-C 8-C 37-C  35-P 46-P 58-P
<b>CLEAR CELLULOIDED TAB</b> 	<b>Commercial Index</b> Buff regularly furnished; blue or salmon if specified.	3"x5" 4"x6" 5"x8" 6"x9" 8"x5"	10 and 25 A-Z, $\frac{1}{5}$ cut: 40-3,000 A-Z, $\frac{1}{3}$ cut	3-CC 4-CC 5-CC 6-CC 8-CC
<b>ANGULAR CELLULOID TAB</b> 	<b>Pressboard</b> 10 and 25 A-Z $\frac{1}{5}$ cut.  Green tabs in stock; blue, clear, orange, or yellow to order at regular prices.	3"x5" 4"x6" 5"x8" 6"x9"  3"x5" 4"x6" 5"x8" 6"x9"	$\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{5}$  $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$	8355 8465 8585 8695  8035 8046 8058 8069
<b>METAL TAB</b>  Slanted metal tab furnished to order.	<b>Pressboard</b> Green celluloid insert protectors are included.	3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{4}$ $\frac{1}{5}$	3-PM 4-PM 5-PM



# MONTHLY CARD INDEX GUIDES

12 guides to a set, indexed  
January to December.

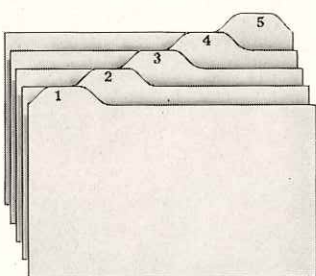
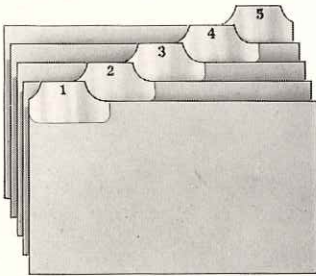
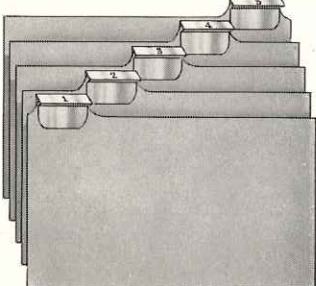
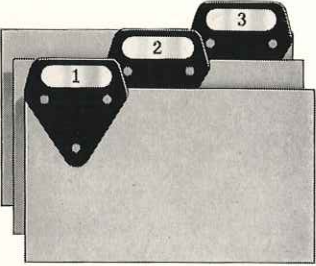
TAB STYLE	MATERIALS	SIZE	TAB CUT	STOCK NO.
<b>PLAIN TAB</b> 	<b>Commercial Index</b> Salmon only.	3"x5" 4"x6" 5"x8" 6"x9"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Center position only)	3-C-12 4-C-12 5-C-12 6-C-12
	<b>Pressboard</b>	3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Center position only)	35-P-12 46-P-12 58-P-12
<b>CLEAR CELLULOID TAB</b> 	<b>Commercial Index</b> Salmon only.	3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Center position only)	3-CC-12 4-CC-12 5-CC-12
			U. S. Patent Office AUG 19 1955 Design Division	
<b>ANGULAR CELLULOID TAB</b> 	<b>Pressboard</b> Orange only.	3"x5" 4"x6" 5"x8" 6"x9"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Dist. positions)	8035-12 8046-12 8058-12 8069-12
	Tab distributed.			
<b>METAL TAB</b> 	<b>Pressboard</b> Orange celluloid insert protectors are included.	3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Center position only)	3-PM-12 4-PM-12 5-PM-12
	Slanted metal tab furnished to order.			



## DAILY CARD INDEX GUIDES

31 guides to a set, indexed  
1 to 31.

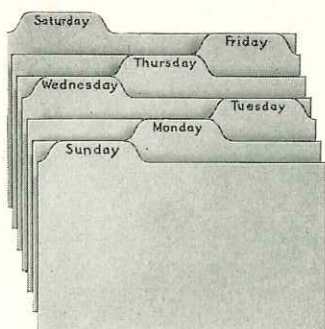
All sets have tabs  $\frac{1}{8}$  cut  
distributed, *except* Metal  
Tab style.

TAB STYLE	MATERIALS	SIZE	TAB CUT	STOCK NO.
<b>PLAIN TAB</b> 	<b>Commercial Index</b> Blue only.	3"x5" 4"x6" 5"x8" 6"x9"	$\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$	3-C-31 4-C-31 5-C-31 6-C-31
	<b>Pressboard</b>	3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{4}$ $\frac{1}{8}$	35-P-31 46-P-31 58-P-31
<b>CLEAR CELLULOIDED TAB</b> 	<b>Commercial Index</b> Blue only.	3"x5" 4"x6" 5"x8"	$\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$	3-CC-31 4-CC-31 5-CC-31
<b>ANGULAR CELLULOID TAB</b> 	<b>Pressboard</b> Blue tabs only.	3"x5" 4"x6" 5"x8" 6"x9"	$\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$	8355-31 8465-31 8585-31 8695-31
<b>METAL TAB</b>  <p>Slanted metal tab furnished to order.</p>	<b>Pressboard</b> Blue celluloid insert pro- tectors are included.	3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{4}$ $\frac{1}{8}$	3-PM-31 4-PM-31 5-PM-31



**WEEKLY****CARD INDEX  
GUIDES**

7 guides to a set, indexed  
*Sunday to Saturday.*

**PLAIN TAB****Commercial Index**

Blue only.

3"x5"

1/3

3-C-7

4"x6"

1/3

4-C-7

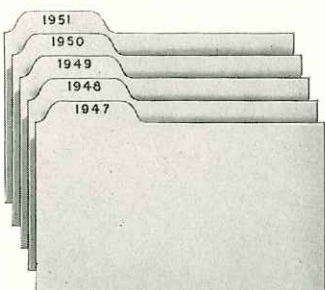
5"x8"

1/3

5-C-7

**YEARLY****CARD INDEX  
GUIDES**

10 guides to a set, indexed  
beginning with *current*  
*year* unless otherwise  
ordered.

**PLAIN TAB****Commercial Index**

Buff only.

3"x5"

1/3

3-C-Y

4"x6"

1/3

4-C-Y

5"x8"

1/3

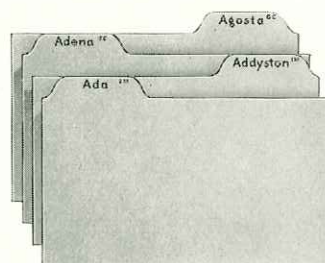
5-C-Y

(First  
position  
only)

**CITY****CARD INDEX  
GUIDES**

Sets for all U. S. cities of  
1,000 population and  
over. See list, page 30.

Indexed *city name* and  
population in thousands.

**PLAIN TAB****Commercial Index**

Blue only.

3"x5"

1/3

3-C-CC

4"x6"

1/3

4-C-CC

5"x8"

1/3

5-C-CC

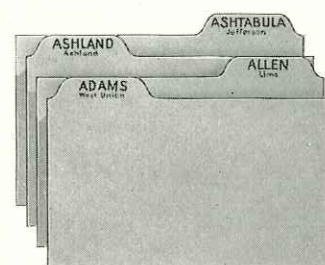
(First  
and  
third  
positions  
only)

*Specify city  
guides and  
give states  
and popula-  
tion groups  
desired.*

**COUNTY & CITY****CARD INDEX  
GUIDES**

Sets for all U. S. counties.  
See list, page 30.

Indexed *name of county*,  
with name of county seat  
below it in smaller type.

**PLAIN TAB****Commercial Index**

Blue only.

3"x5"

1/3

3-C-CC

4"x6"

1/3

4-C-CC

5"x8"

1/3

5-C-CC

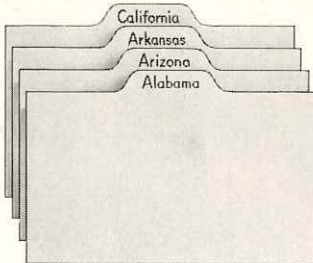
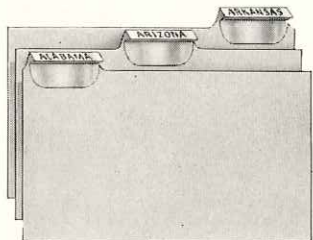
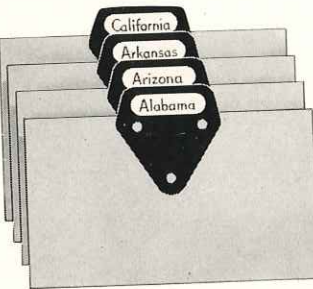
(First  
and  
third  
positions  
only)

*Specify  
county  
guides and  
give states  
desired.*



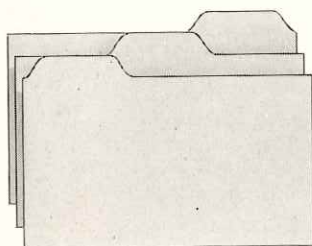
## STATE CARD INDEX GUIDES

53 guides to a set;  
includes territorial  
possessions.

TAB STYLE	MATERIALS	SIZE	TAB CUT	STOCK NO.
<b>PLAIN TAB</b> 	<b>Commercial Index</b> Salmon only.  <b>Pressboard</b>	3"x5" 4"x6" 5"x8"  3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Center position only) $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Center position only)	3-C-53 4-C-53 5-C-53  35-P-53 46-P-53 58-P-53
<b>ANGULAR CELLULOID TAB</b> 	<b>Pressboard</b> Clear tabs only.	3"x5" 4"x6" 5"x8" 6"x9"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Distributed positions)	8035-53 8046-53 8058-53 8069-53
<b>METAL TAB</b> 	<b>Pressboard</b> Clear celluloid insert protectors included.	3"x5" 4"x6" 5"x8"	$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$ (Center position only)	3-PM-53 4-PM-53 5-PM-53
Slanted metal tab furnished to order.				

## BLANK CARD INDEX GUIDES

### PLAIN TAB



### Commercial Index

Buff, blue, or salmon.  
Buff will be sent unless  
another color is specified.

3"x5"  
4"x6"  
5"x8"  
6"x9"  
8"x5"

$\frac{1}{3}$  or  $\frac{1}{5}$   
 $\frac{1}{3}$  or  $\frac{1}{5}$   
 $\frac{1}{3}$  or  $\frac{1}{5}$   
 $\frac{1}{3}$  or  $\frac{1}{5}$   
 $\frac{1}{3}$  or  $\frac{1}{5}$

3-C-0  
4-C-0  
5-C-0  
6-C-0  
8-C-0

(Distributed positions)  
Specify cut desired

### Pressboard

3"x5"  
4"x6"  
5"x8"

$\frac{1}{3}$   
 $\frac{1}{4}$   
 $\frac{1}{5}$

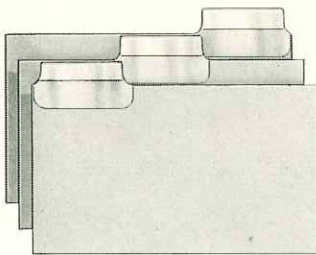
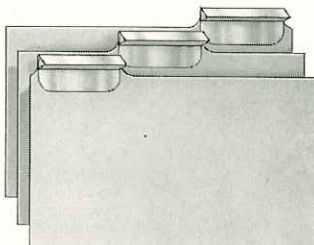
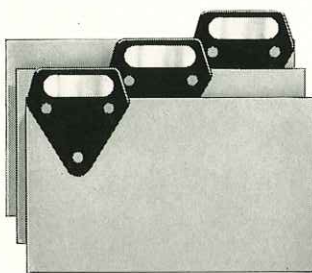
35-P-0  
46-P-0  
58-P-0

(Continued on next page)



# BLANK CARD INDEX GUIDES

(Continued from  
preceding page)

TAB STYLE	MATERIAL	SIZE	TAB CUT	STOCK NO.
<b>FLAT CELLULOID TAB</b> <i>with Insertable Label</i> 	<b>Pressboard</b>  1/3, 1/4, and 1/5 cut distributed according to size. Clear tabs in stock; blue, green, orange, or yellow to order at regular prices.  Supply of blank labels in strips is included.	3"x5" (Label space: 3/8"x1 3/8")	1/3	9535
		4"x6" (Label space: 3/8"x1 1/4")	1/4	9546
		5"x8" (Label space: 3/8"x1 3/8")	1/5	9558
		8"x5" (Label space: 3/8"x1 3/8")	1/3	9585
<b>ANGULAR CELLULOID TAB</b> 	<b>Pressboard</b>  1/3 and 1/5 cut distributed. Green tabs in stock; blue, clear, orange, or yellow to order at regular prices.  Supply of blank labels in strips is included.	3"x5" (Label space: 1/4"x1 7/16")	1/3	8035
		4"x6" (Label space: 1/4"x1 3/4")	1/3	8046
		5"x8" (Label space: 1/4"x2 7/16")	1/3	8058
		6"x9" (Label space: 1/4"x2 3/4")	1/3	8069
		3"x5" (Label space: 1/4"x7/8")	1/5	8355
		4"x6" (Label space: 1/4"x1 1/16")	1/5	8465
		5"x8" (Label space: 1/4"x1 7/8")	1/5	8585
		6"x9" (Label space: 1/4"x1 5/8")	1/5	8695
<b>METAL TAB</b> 	<b>Pressboard</b>  1/3, 1/4, and 1/5 cut distributed—according to size. Clear celluloid insert protectors and supply of blank labels in strips are included.	3"x5"	1/3	3-PM-0
		4"x6"	1/4	4-PM-0
		5"x8"	1/5	5-PM-0
		all have label space: 3/8"x1 1/4"		
Slanted metal tabs furnished to order.				



# COUNTIES and CITIES in Population Groups in Each State Based on 1950 Census (Preliminary Figures)

State	Total No. of Counties	No. of Cities with 1,000 to 2,500 Pop.	No. of Cities with 2,500 to 5,000 Pop.	No. of Cities with 5,000 to 10,000 Pop.	No. of Cities with 10,000 to 25,000 Pop.	No. of Cities with 25,000 to 100,000 Pop.	No. of Cities with 100,000 Pop. or More
Alabama.....	67	70	29	26	13	4	3
Arizona.....	14	13	10	9	1	1	1
Arkansas.....	75	58	30	20	7	4	1
California.....	58	71	61	44	71	26	8
Colorado.....	63	41	16	10	7	2	1
Connecticut.....	8	46	39	24	16	17	4
Delaware.....	3	12	3	5	0	0	1
District of Columbia.....	0	0	0	0	0	0	1
Florida.....	67	63	45	21	14	11	3
Georgia.....	159	94	56	21	15	6	2
Idaho.....	44	24	17	2	7	2	0
Illinois.....	102	224	94	78	46	24	2
Indiana.....	92	111	39	38	20	14	5
Iowa.....	99	129	42	28	10	12	1
Kansas.....	105	82	33	11	19	3	2
Kentucky.....	120	80	33	20	8	6	1
Louisiana.....	64	66	27	22	10	4	3
Maine.....	16	113	43	17	10	3	0
Maryland.....	24	37	12	8	8	3	1
Massachusetts.....	14	69	77	50	53	29	7
Michigan.....	83	127	47	36	36	16	3
Minnesota.....	87	131	37	32	16	1	3
Mississippi.....	82	63	25	13	9	6	0
Missouri.....	115	125	53	28	20	6	2
Montana.....	56	28	12	6	4	3	0
Nebraska.....	93	74	21	9	8	1	1
Nevada.....	17	5	4	2	1	1	0
New Hampshire.....	10	60	22	7	7	5	0
New Jersey.....	21	75	68	57	40	24	6
New Mexico.....	32	21	7	10	4	3	0
New York.....	62	172	84	52	46	23	7
North Carolina.....	100	108	35	22	20	9	1
North Dakota.....	53	44	1	7	3	2	0
Ohio.....	88	184	76	60	45	25	8
Oklahoma.....	77	82	37	24	17	4	2
Oregon.....	36	43	23	13	8	2	1
Pennsylvania.....	67	231	138	128	69	20	6
Rhode Island.....	5	8	5	8	9	7	1
South Carolina.....	46	46	28	23	6	4	0
South Dakota.....	68	33	13	6	4	2	0
Tennessee.....	95	57	26	23	10	1	4
Texas.....	254	203	109	78	51	13	7
Utah.....	29	42	15	11	1	2	1
Vermont.....	14	75	13	9	3	1	0
Virginia.....	100	51	21	19	10	8	2
Washington.....	39	56	24	11	11	5	3
West Virginia.....	55	68	26	15	6	7	0
Wisconsin.....	71	112	48	24	16	16	1
Wyoming.....	24	12	12	1	4	1	0
Totals.....	3,073	3,739	1,736	1,188	819	389	106



# CHECK FILE GUIDES

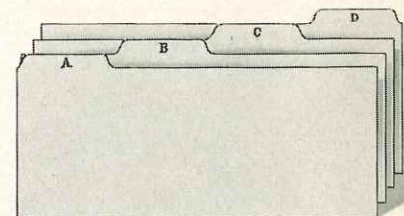
*Pressboard—with Plain, and Angular Celluloid Tabs*

Guides for indexing trays or cabinets in which checks are kept may be had with plain tabs or angular celluloid tabs in distributed positions. Both styles are made of extra heavy 25 point gray pressboard, and come in two sizes. Note that there is *no* bottom tongue.

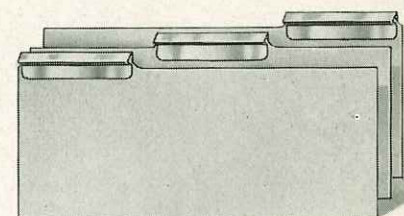
**Plain Tab Style**—has indexing printed directly on the tab, and is carried in stock in sets of 25 to 3,000 A to Z, monthly, daily, state, or blank.

**Angular Celluloid Tab Style**—has green celluloid tabs formed at a 45° angle for swift and easy legibility. They are available in sets of 25 to 3,000 A to Z, monthly, daily, state, and blank. With blank guides a supply of label inserts in perforated strips is included.

Stock No.	Tab Style	Dimensions		Tab Cut
		Overall	Body	
106	Plain	4 $\frac{1}{16}$ " x 9"	3 $\frac{3}{4}$ " x 9"	$\frac{1}{4}$
116	Plain	4 $\frac{7}{16}$ " x 10"	4 $\frac{1}{8}$ " x 10"	$\frac{1}{4}$
8106	Ang. Cel.	4 $\frac{1}{16}$ " x 9"	3 $\frac{3}{4}$ " x 9"	$\frac{1}{8}$
8116	Ang. Cel.	4 $\frac{7}{16}$ " x 10"	4 $\frac{1}{8}$ " x 10"	$\frac{1}{4}$



Check File Guides  
Plain Pressboard



Check File Guides with  
Angular Celluloid Tabs

# DOCUMENT FILE GUIDES

*Pressboard—with Plain, and Angular Celluloid Tabs*

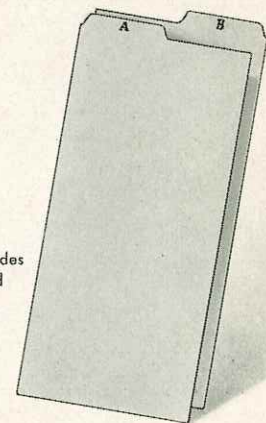
These guides are suitable for indexing insurance policies, contracts, and folded legal documents which are housed in cabinets or in Document File Cases described in the Office Accessories section of this catalog. They are made of extra heavy 25 point gray pressboard, without bottom tongue, and may be had with plain tabs or with angular celluloid tabs  $\frac{1}{2}$  cut distributed. Angular tabs are green celluloid formed at a 45° angle, and have label space  $\frac{1}{4}$ " x 2".

**Plain Tab Style**—has indexing printed directly on the tab, and is carried in stock in sets of 25 to 3,000 A to Z, monthly, daily, state, or blank.

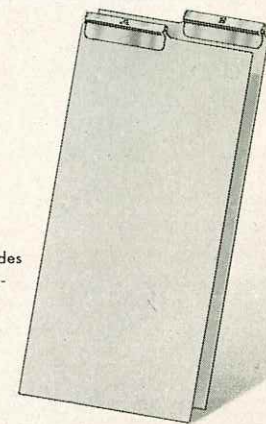
**Angular Celluloid Tab Style**—is available in sets of 25 to 3,000 A to Z, monthly, daily, state, and blank. With blank guides a supply of label inserts in perforated strips is included.

Stock No.	Tab Style	Dimensions		Tab Cut
		Overall	Body	
3-DF	Plain	9 $\frac{5}{8}$ " x 4 $\frac{3}{8}$ "	9 $\frac{5}{16}$ " x 4 $\frac{3}{8}$ "	$\frac{1}{2}$
8003	Ang. Cel.	9 $\frac{5}{8}$ " x 4 $\frac{3}{8}$ "	9 $\frac{5}{16}$ " x 4 $\frac{3}{8}$ "	$\frac{1}{2}$

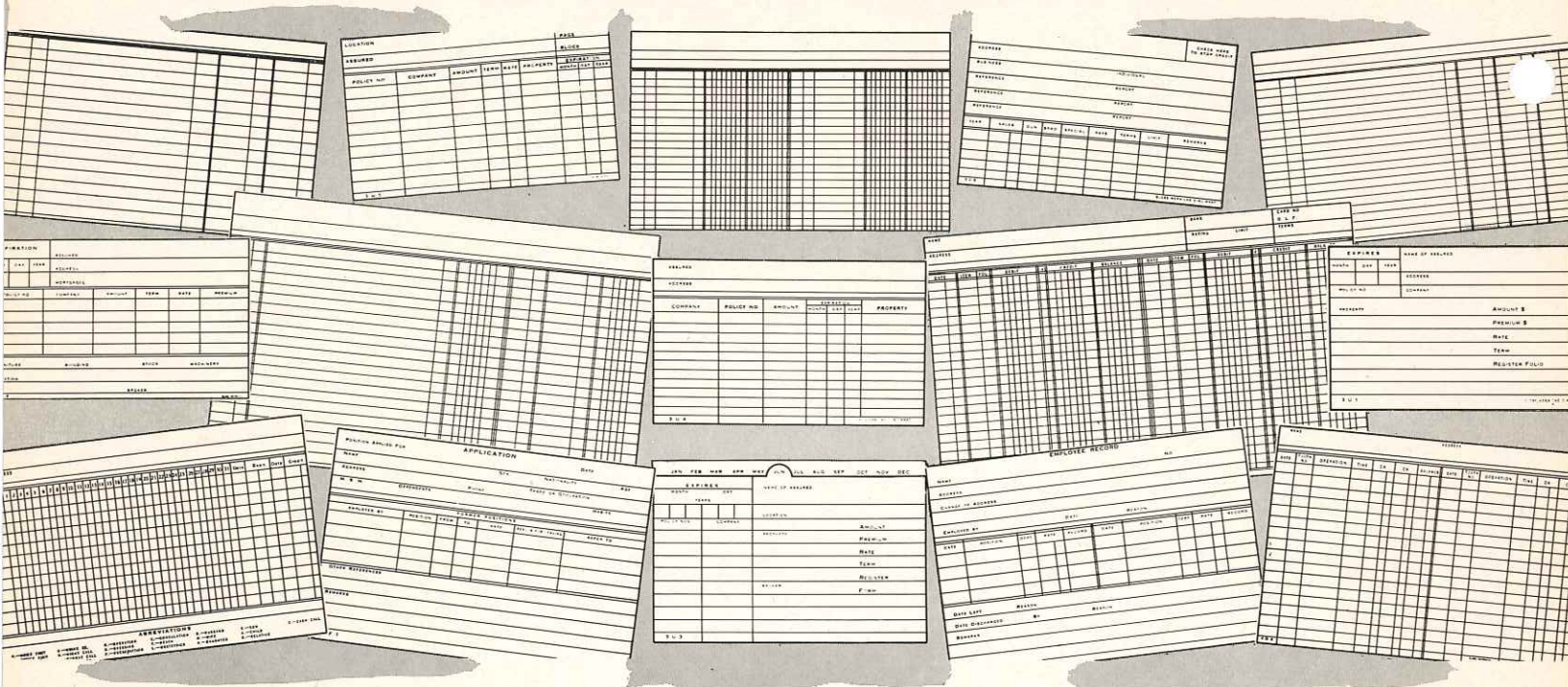
Document File Guides  
Plain Pressboard



Document File Guides  
with Angular Cellu-  
loid Tabs







## CARD INDEX RECORD CARDS

*Blank, Ruled, and Printed Stock Forms*

In the selection of record cards, the first consideration should always be the degree of permanence that is required. It is wasteful to use a high grade card for temporary data and memorandum purposes. On the other hand, important and permanent records require the protection of top quality stock that will stand the tests of

time and hard usage. For this reason, Globe-Wernicke regularly offers two grades of stock for records of permanent and semi-permanent character. All cards are cut to exact size. Top and bottom are rotary cut with smooth, even edges to prevent cards from clinging together and to make them easy to handle.

### Grade No. 1

High grade rag stock, guaranteed to give lasting satisfaction for permanent and important records. Available in the following weights and colors:

**Light Weight**—8 points thick—blue, buff, cherry, green, fawn, salmon, white.

**Medium Weight**—10 points thick—blue, buff, salmon, white.

### Grade No. 2

Made of bleached pulp and recommended for all general commercial purposes of semi-permanent character. Has good wearing qualities and excellent writing surface for ink or typing. Available in the following weights and colors:

**Light Weight**—8 points thick—blue, buff, cherry, green, fawn, salmon, white.

**Medium Weight**—10 points thick—blue, buff, salmon, white.



# CARD INDEX RECORD CARDS

## BLANK and STOCK RULED

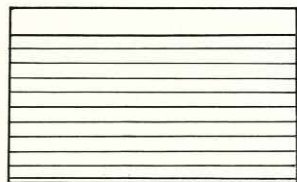
### What the Stock Number Means

In the card styles shown on this and the next page, stock numbers are readily interpreted as follows: the first figure indicates grade of stock; second figure, height of card; third figure, width of card; fourth figure, weight of stock. Thus stock number 1351 means:

1—No. 1 grade stock  
3—3" high  
5—5" wide  
1—light weight stock

In ordering, always specify style of ruling (1-S, 2-S, etc.), and color or stock if more than one is offered. Standard perforations can be furnished if desired—see diagram on page 41.

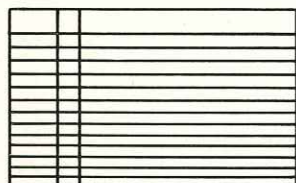
### BLANK, and HORIZONTAL RULING



Style 1-S

Size	Grade	Weight	Color	Stock No.
3"x5"	No. 1	Light	Blue, buff, cherry, green, fawn, salmon, white	1351
		Medium	Blue, buff, salmon, white	1352
	No. 2	Light	Blue, buff, cherry, green, fawn, salmon, white	2351
		Medium	Blue, buff, salmon, white	2352
4"x6"	No. 1	Light	Blue, buff, cherry, green, fawn, salmon, white	1461
		Medium	Blue, buff, salmon, white	1462
	No. 2	Light	Blue, buff, cherry, green, fawn, salmon, white	2461
		Medium	Blue, buff, salmon, white	2462
5"x8"	No. 1	Light	Blue, buff, cherry, green, fawn, salmon, white	1581
		Medium	Blue, buff, salmon, white	1582
	No. 2	Light	Blue, buff, cherry, green, fawn, salmon, white	2581
		Medium	Blue, buff, salmon, white	2582

### LIBRARY RULING



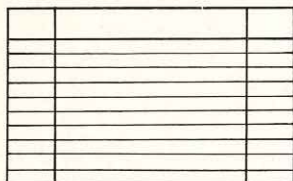
Style 2-S

Size	Grade	Weight	Color	Stock No.
3"x5"	No. 1	Medium	White	1352
	No. 2	Light Medium	White White	2351 2352
4"x6"	No. 1	Light	White	1461
5"x8"	No. 1	Light	White	1581



# STOCK RULED RECORD CARDS (Continued)

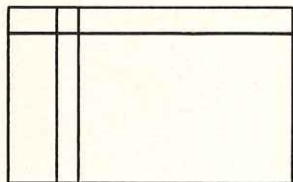
## RECORD RULING



Style 3-S

Size	Grade	Weight	Color	Stock No.
3"x5"	No. 1	Light	White	1351
	No. 2	Light	White	2351
		Medium	White	2352
4"x6"	No. 1	Light	White	1461
	No. 2	Light	White	2461
		Medium	White	2462
5"x8"	No. 1	Light	White	1581

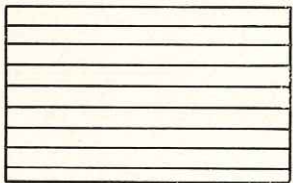
## TYPEWRITER RULING



Style O-S

Size	Grade	Weight	Color	Stock No.
3"x5"	No. 1	Light	White	1351
		Medium	White	1352

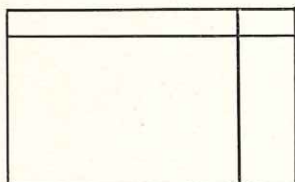
## SIGNATURE RULING



Style O-1-S

Size	Grade	Weight	Color	Stock No.
3"x5"	No. 1	Light	White	1351
		Medium	White	1352

## CORRESPONDENCE RULING



Style O-2-S

Size	Grade	Weight	Color	Stock No.
3"x5"	No. 1	Light	White	1351
		Medium	White	1352



# STOCK FORM RECORD CARDS

Record cards in this group are designed for use in business, industry, and professions. They represent the most popular and widely used styles and are accurately made for uniformity and ease of handling.

## What the Stock Numbers Mean

Stock numbers for these forms consist of a number, a letter, and another number. The first indicates the height

of the card, the second refers to the type of business, and the third gives the style of form. Thus, form No. 5-L-1 means:

5—5" high

L—Ledger

1—Style No. 1

## LEDGER CARDS

[illegible]

**No. 5-L-1**—A compact and legible form, ideal for perfect accounting, as it includes the desirable bal-

**Size:** 5"x8"; **stock:** No. 1 grade, medium weight, white; **printed:** 2 colors, both sides alike, legal turn; **capacity:** 100 entries.

ance column for keeping a running balance. Useful where accounts are very active.

[illegible]

**No. 5-L-2**—The wide item column which allows plenty of room for description of both debits and credits has made this card popular in many businesses.

**Size:** 5"x8"; **stock** No. 1 grade, medium weight, white; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 42 entries.

NAME:											
STREET ADDRESS:											
CITY				ZONE				STATE			
CHRISTMAS CARD RECORD											
YEAR	SENT	RECD	YEAR	SENT	RECD	YEAR	SENT	RECD	YEAR	SENT	RECD
19			19			19			19		
19			19			19			19		
19			19			19			19		
19			19			19			19		
19			19			19			19		

**No. 3-CL-1**—For recording Christmas Cards received and sent, by year. Printed one side only, in green. Provides for name and complete address of individuals. Records continuous for 20 year period.

**Size:** 3"x5"; **stock:** No. 1 grade, medium weight, white; **printed:** one side only, green.



## LEDGER CARDS (Continued)

 A standard ledger card template with a wide header section at the top, followed by a grid of columns and rows for accounting entries.

**No. 5-L-3**—This size is the standard ledger card; smaller sizes are recommended for petty accounts.

**Size:** 5"x8"; **stock:** No. 1 grade, medium weight, white; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 80 entries.

 A ledger card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 5-L-4**—An excellent form for small ledger accounting systems.

**Size:** 5"x8"; **stock:** No. 1 grade, light weight, buff; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 40 entries.

 A ledger card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 5-L-5 (JOURNAL ENTRY)**—In addition to its regular use for journal entries, this style is also adapted for recording collections, drafts, and notes.

**Size:** 5"x8"; **stock:** No. 1 grade, medium weight, white; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 30 entries.

 A ledger card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 4-L-3**—**Size:** 4"x6"; **stock:** No. 1 grade, light weight, white; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 80 entries.

 A Double Entry Ledger card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 3-L-3**—Double Entry Ledger, blank heading, unit ruled. **Size:** 3"x5"; **stock:** No. 1 grade, light weight, white; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 60 entries.

 A ledger card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 4-L-4**—**Size:** 4"x6"; **stock:** No. 1 grade, light weight, buff; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 34 entries.

 A Double Entry Ledger card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 3-L-4**—**Size:** 3"x5"; **stock:** No. 1 grade, light weight, buff; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 26 entries.

 A ledger card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 4-L-5**—**Size:** 4"x6"; **stock:** No. 1 grade, light weight, white; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 22 entries.

 A Two Column Journal card template with a wide header section and a grid of columns and rows for accounting entries.

**No. 3-L-5**—Two Column Journal, blank heading, not unit ruled. **Size:** 3"x5"; **stock:** No. 1 grade, light weight, white; **ruled:** 2 colors, both sides alike, legal turn; **capacity:** 16 entries.




### LEDGER CARDS (Continued)

		CARD NO. O. L. F.	
NAME		RATING	
ADDRESS		LIMIT	
DATE	ITEM	FOL.	DEBIT

## No. 8-L-6 (COMMERCIAL LEDGER)

An ideal form for accounting purposes, similar in style to No. 5-L-1, but having the 8" dimension as the height. **Size:** 8"x5"; **stock:** No. 1 grade, medium weight, white; **printed:** 2 colors, both sides alike, legal turn; **capacity:** 62 entries.

## SIGNATURE, COLLECTION, CREDIT, & FILE CHARGING CARDS

NAME OF CORPORATION, FIRM OR INDIVIDUAL	NUMBER
SIGN HERE 	
BY WHOM MADE	
RESIDENCE	
BUSINESS ADDRESS	
INTRODUCED BY	
REMARKS	
DATE	
3 B 1	

**No. 3-B-1 (BANK SIGNATURE)**

Convenient for filing depositors' signatures, as it permits unlimited expansion, and closed accounts can be easily removed.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, white; **printed:** green on one side, reverse blank.

[illegible]

## No. 3-C-1 (COLLECTION)

Provides a complete record of the handling of slow accounts, including statements, correspondence, and payments.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, buff;  
**printed:** black on one side, reverse blank.

[illegible]

**No. 3-C-2 (CREDIT)**

Simplifies and speeds up credit department work as all necessary information for opening, maintaining, and closing account is here.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, white; **printed:** black on one side, reverse blank.

NAME OF CORRESPONDENT		Date Borrowed	
		Date Renewed	
Complete Folder	SUBJECT:		
Letter			
Order			
Invoice			
Memorandum			
Catalogue			
Circular			Date
Pamphlet			
Drawing			Borrower's Name
Blue-Print			
Photograph	Borrower's Dept.		
3 V 1	CHARGE SLIP	SLATE SLIP RETURN	

**No. 3-V-1 (CORRESPONDENCE CHARGING CARD)**

Needed in every filing department to record material removed from files. Especially adapted for use in pockets of Out Guides.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, buff; **printed:** black, on one side—reverse blank.



# FACTORY RECORDS

POSITION APPLIED FOR				APPLICATION				DATE			
NAME				SEX		NATIONALITY		AGE			
ADDRESS				PHONE				TRADE OR OCCUPATION			
M		S		W		DEPENDENTS		HABITS			
FORMER POSITIONS											
EMPLOYED BY		POSITION	FROM	TO	RATE	REASON FOR LEAVING			REFER TO		
OTHER REFERENCES											
REMARKS											

4 F 1

80861-107-010

(Front)

EMPLOYEE RECORD									
NAME _____						No. _____			
ADDRESS _____									
CHANGE OF ADDRESS _____									
EMPLOYED BY _____				DATE _____		REASON _____			
DATE	POSITION	DEPT.	RATE	RECORD	DATE	POSITION	DEPT.	RATE	RECORD
DATE LEFT _____		REASON _____							
DATE DISCHARGED _____		BY _____		REASON _____					
REMARKS _____									

[\(Back\)](#)

**No. 4-F-1 (EMPLOYEE'S APPLICATION & RECORD)**

Face of card contains a complete record of the applicant's history; reverse provides record of work during employment.

**Size:** 4"x6"; **stock:** No. 2 grade, light weight, buff; **printed:** black.

[illegible]

## No. 5-F-4 (STORES RECORD)

Important features are the columns for "Reservations" and Available Balance." Needed in every Production Department.

**Size:** 5"x8"; **stock:** No. 2 grade, medium weight, white; **printed:** green, same on both sides.

[illegible]

## No. 5-P-4 (STOCK RECORD)

Provides a perpetual record of all stock on order and on hand. A card of vital importance to every Stock Department.

**Size:** 5"x8"; **stock:** No. 2 grade, medium weight, buff; **printed:** brown, same on both sides.

# PURCHASING DEPARTMENT

[illegible]

**No. 3-P-1 (QUOTATIONS RECEIVED)**

Name of concern quoting, date, terms, and other essential data give the Purchasing Agent all information needed for placing orders.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, buff; **printed:** black on one side, reverse blank.

[illegible]

**No. 3-S-1 (FOLLOW-UP)**

Gives complete history of contact with prospect or customer, including record of literature sent, correspondence, salesmen's calls, quotations, and orders. Signals may be used with dates along top edge.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, white; **printed:** black on one side, reverse blank.



# INSURANCE UNDERWRITERS' RECORDS

**No. 3-U-1 (EXPIRATION CARD)**

A standard form used to indicate expiration of policy. Each expiration is recorded on an individual card, as part of a line may be canceled, leaving other policies in force.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, white; **printed:** black on one side, reverse blank.

EXPIRES			NAME OF ASSURED
MONTH	DAY	YEAR	ADDRESS
POLICY NO.			COMPANY
PROPERTY			AMOUNT \$
			PREMIUM \$
			RATE
			TERM
			REGISTER FOLIO
3 U 1			GLOBE-VERNICKE CINCINNATI

**No. 3-U-2 (EXPIRATION CARD)**

Permits entering up to five policies. Cards are filed according to year of expiration; when this arrives, they are reclassified and filed by months and dates.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, white; **printed:** black on one side, reverse blank; **capacity:** 5 entries.

<b>EXPIRATION</b>			<b>ASSURED</b>					
<b>MONTH</b>	<b>DAY</b>	<b>YEAR</b>	<b>ADDRESS</b>					
<b>MORTGAGEE</b>								
<b>POLICY NO.</b>	<b>COMPANY</b>	<b>AMOUNT</b>	<b>TERM</b>	<b>RATE</b>	<b>PREMIUM</b>			
<b>FURNITURE                  BUILDING                  STOCK                  MACHINERY</b>								
<b>LOCATION</b>								
<b>BROKER</b>								
<b>3 U 2</b>								

**No. 3-U-3 (TABBED EXPIRATION CARD)**

Cards are filed according to name of assured; tab indicates date of expiration. Up to nine policies may be entered per card. Packed 1200 to a box; supplied only in quantities of 100 or more of each month.

**Size:** 3"x5"; **stock:** No. 1 grade, light weight, white; **printed:** black on one side, reverse blank; **capacity:** 9 entries.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EXPIRES						NAME OF ASSURED					
MONTH			DAY								
YEARS						LOCATION					
POLICY NOS.		COMPANY									
						AMOUNT					
						PROPERTY					
						PREMIUM					
						RATE					
						TERM					
						REGISTER					
						BROKER					
						FORM					
3 U 3						GLOBE-HERNICK CINCINNATI					

No. 3-U-4 (ASSURED'S LINE CARD)

Shows entire amount and expiration date of every policy written for assured. It provides a cross index to the Expiration cards which are filed by date.

**Size:** 3"x5"; **stock:** No. 2 grade, light weight, white; **printed:** black on one side, reverse blank; **capacity:** 11 entries.

[illegible]

**No. 3-U-5 (STREET CARD)**

A valuable record in every underwriting agency, it serves as an index to fire maps, shows distribution of insurance, total amount of risk, and amount each company in the agency carries in a given locality.

**Size:** 3"x5"; **stock:** No. 1 grade, light weight, buff; **printed:** black on one side, reverse blank; **capacity:** 9 entries.

[illegible]



# PHYSICIANS' LEDGER AND HISTORY CARD

[illegible]

**No. 4-MD-1**—This form provides space for patient's history and course of treatment on one side. On reverse, spaces are ruled for every day of the year, and by using the abbreviations at the bottom of the card, a record of services can be kept. Columns for the ledger account are also

provided. Thus all information is assembled in convenient form for easy reference, and the need for several sets of records is eliminated.

**Size:** 4"x6"; **stock:** No. 1 grade, light weight, white; **printed:** green.

# DENTISTS' LEDGER AND HISTORY CARD

[illegible]

**No. 4-D-2**—A complete record of operations, including date and time, as well as debits and credits of the ledger account, may be kept on the face of the card. Reverse has a chart of the teeth, and by using code at bottom of card,

a history can be kept of each tooth treated.

**Size:** 4"x6"; **stock:** No. 1 grade, light weight, white; **printed:** green.



# NUMBERING SCHEDULE FOR CARDS, GUIDES, & FOLDERS

(Actual Size)

**234567**

(No. 1)

**234567**

(No. 2)

**234567**

(No. 3)

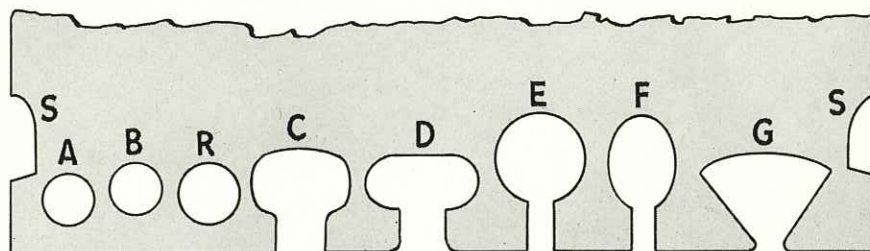
Numbering shown above can be printed to order on cards, guides, or folders. Size No. 1 is  $\frac{3}{8}$ " high; size No. 2 is  $\frac{3}{16}$ " high; size No. 3 is  $\frac{1}{8}$ " high. Numbering may be consecutive (1, 2, 3, etc.), regular skip numbering at intervals of 10 (10, 20, 30, etc.), or irregular skip numbering as required.

In ordering, be sure to specify size and whether consecutive or skip numbering is desired. Also state figure of beginning number. For example: "Size No. 2, skip numbered at intervals of 10 beginning with 10"; or, "Size No. 3, consecutively numbered, beginning with 251."

This schedule does not apply to insertable labels for celluloid or metal tabs. Styles and prices for numbering these inserts will be furnished on request.

# PERFORATIONS FOR CARD INDEX GUIDES & CARDS

(Actual Size)



Standard perforations shown above can be supplied on any card index guides or cards. Always specify style of perforation by letter as indicated on the diagram.



# NUMERIC INDEX TO CATALOG

STOCK NO.	ITEM	CATALOG PAGE	STOCK NO.	ITEM	CATALOG PAGE
CP-1	Celluloid Inserts.....	17	4-CC-31	Card Index Guides.....	26
PL-1	Labels for Metal Tabs.....	17	4-C-Y	" .....	27
3-B-1	Bank Signature Cards.....	37	4-D-2	Dentists' Record Cards.....	40
3-C	Card Index Guides.....	24	4-F-1	Factory Record Cards.....	38
3-C-0	" .....	28	4-L-3	Ledger Cards.....	36
3-C-1	Collection Record Cards.....	37	4-L-4	" .....	36
3-C-2	Credit Record Cards.....	37	4-L-5	" .....	36
3-C-7	Card Index Guides.....	27	4-MD-1	Physicians' Record Cards.....	40
3-C-12	" .....	25	4-PM	Card Index Guides.....	24
3-C-31	" .....	26	4-PM-0	" .....	29
3-C-53	" .....	28	4-PM-12	" .....	25
3-C-CC	" .....	27	4-PM-31	" .....	26
3-CC	" .....	24	4-PM-53	" .....	28
3-CC-12	" .....	25	CP-4	Celluloid Inserts.....	17
3-CC-31	" .....	26	PL-4	Labels for metal tabs.....	17
3-C-Y	" .....	27	5-C	Card Index Guides.....	24
3-DF	Document File Guides.....	31	5-C-0	" .....	28
3-L-3	Ledger Cards.....	36	5-C-7	" .....	27
3-L-4	" .....	36	5-C-12	" .....	25
3-L-5	" .....	36	5-C-31	" .....	26
3-P-1	Purchasing Record Cards.....	38	5-C-53	" .....	28
3-PM	Card Index Guides.....	24	5-C-CC	" .....	27
3-PM-0	" .....	29	5-CC	" .....	24
3-PM-12	" .....	25	5-CC-12	" .....	25
3-PM-31	" .....	26	5-CC-31	" .....	26
3-PM-53	" .....	28	5-C-Y	" .....	27
3-S-1	Sales Record Cards.....	38	5-F-4	Factory Record Cards.....	38
3-U-1	Insurance Record Cards.....	39	5-L-1	Ledger Cards.....	35
3-U-2	" .....	39	5-L-2	" .....	35
3-U-3	" .....	39	5-L-3	" .....	36
3-U-4	" .....	39	5-L-4	" .....	36
3-U-5	" .....	39	5-L-5	" .....	36
3-V-1	File Charging Cards.....	6, 37	5-P-4	Factory Record Cards.....	38
4-C	Card Index Guides.....	24	5-PM	Card Index Guides.....	24
4-C-0	" .....	28	5-PM-0	" .....	29
4-C-7	" .....	27	5-PM-12	" .....	25
4-C-12	" .....	25	5-PM-31	" .....	26
4-C-31	" .....	26	5-PM-53	" .....	28
4-C-53	" .....	28	6-C	" .....	24
4-C-CC	" .....	27	6-C-0	" .....	28
4-CC	" .....	24	6-C-12	" .....	25
4-CC-12	" .....	25	6-C-31	" .....	26



# NUMERIC INDEX TO CATALOG

STOCK NO.	ITEM	CATALOG PAGE
6-CC	Card Index Guides.....	24
8-C	" .....	24
8-C-0	" .....	28
8-CC	" .....	24
8-L-6	Ledger Cards.....	37
11	Manila Folders.....	13
D-11	" .....	13
11-1/2	" .....	13
D-11-1/2	" .....	13
11-1/3	" .....	13
D-11-1/3	" .....	13
11-1/6	" .....	15
D-11-1/6	" .....	15
12	" .....	13
D-12	" .....	13
12-1/2	" .....	13
D-12-1/2	" .....	13
AT-14	Labels for Ang. Cel. Tabs.....	17
16-CC	Charging Sheets.....	6
20-1/2	Manila Folders.....	13
21	" .....	13
21-CD	Standguard Outfit.....	20
D-21	Manila Folders.....	13
DK-21	Kraft " .....	13
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